INDEX

Volumes 26-29 (1980-1983)

AUTHORS, SUBJECTS, AND FORMS

Numbers following each item represent *Volume—Issue Number—Page*

Issue Numbers: 1 (January), 2 (March), 3 (April), 4 (June), 5 (July), 6 (September), 7 (October), 8 (December).

A Cumulative Index for Volumes 1-5 (1955-1959) appeared in the December 1959 issue of THE PRACTICAL LAWYER; for Volumes 6-10 (1960-1964)—in the December 1964 issue; for Volumes 11-15 (1965-1969)—in the December 1969 issue; for Volumes 16-20 (1970-74)—in the December 1974 issue; and for Volumes 21-25 (1975-1979)—in the December 1979 issue. A pamphlet containing the cumulative indexes for the first 20 volumes is available for $5.25, and may be ordered from THE PRACTICAL LAWYER, 4025 Chestnut Street, Philadelphia, Pa. 19104.

AUTHORS

Anthony, Philip K., with Donald E. Vinson and Lawrence H. Curtis—Memory Techniques for Trial Attorneys. 29, 5, 77.

Atkins, Larry, with John Rother—The Social Security Amendments of 1983. 29, 4, 13.

Bailey, Henry J., III—UCC Cases: Group No. 27. 26, 4, 11.
UCC Cases: Group No. 28. 27, 3, 27.

Balmuth, Bernard, and Morton A. Frankfurt—The Tax-Free Exchange of Realty under Section 1031. 26, 3, 67.

Baker, Donald W.—Priority Conflicts Involving Purchase-Money Security Interests. 29, 7, 67.

Barefoot, Jeffrey C.—Tax-Free Interest-Free Loans from a Closely-Held Corporation. 28, 3, 61.

Barkal, John L.—Sensory Based Language in Legal Communication. 27, 1, 41.

Barrett, Leo J.—Some Management Rules for Lawyers. 26, 5, 79.

Bateman, Marc C., and Charles Klignan—Estate Charitable Deductions under Section 2055. 26, 5, 71.

Benton, Neal N., with Michael S. Sirkin—Representing the Developer of Mass-Marketed Software. 28, 8, 29.

Begleiter, Roani F.—A Functional Law Office Library Needs a Librarian. 28, 3, 77.

Behringer, John W., and David Gustafson—The Risk of Placing a Nonpatented Invention on Sale. 29, 5, 53.

Bergman, Bruce J.—A Guide to Mortgage Foreclosure Strategy and Mechanics. 28, 4, 11.

Berkow, Robert J., and Richard A. Matist—The Effective Integration of Data Processing in a Law Firm. 29, 4, 51.

Brecher, Dan, with Robert S. Green—When Making a Small Public Offering under Regulation A. 26, 2, 25.

Broida, Peter B.—Representing Federal Civilian Employees in Discrimination Cases. 29, 1, 57.
What To Do When Representing a Federal Employee in an Adverse Action Appeal. 28, 1, 41.

Brosnahan, James J., Samuel R. Miller, and Ron E. Foy—Corporate Criminal Liability. 26, 6, 23.

Brown, Louis M.—Some Observations on Time Records. 27, 5, 83.

Buck, Gurdon H.—What To Do for Tenants and Purchasers in a Condominium Conversion. 26, 5, 45.

Cantor, Arthur I.—The Federal and State Regulation of Franchises. 27, 6, 55; 27, 7, 77.

Carter, John C.—Corporate Minutes: Their Form, Contents, Inspection, and Evidentiary Value. 29, 6, 45.

Chapman, C. Alan—Practical Planning for Committee Meetings. 29, 1, 81.

Chase, Anthony G., and Chester R. Shields—Three Federal Loan Guarantee Programs for Business. 26, 6, 11.

Clay, William C., Jr.—Creative Estate Planning. 27, 1, 13.

Cleary, John J.—The Final Argument in a Criminal Case. 27, 6, 39.
Jury Selection in a Federal Criminal Case. 26, 4, 37.

Colman, Benjamin W.—The Danger of Developing an Invention without a Patent. 26, 2, 83.

Curtis, Lawrence H., with Donald E. Vinson and Philip K. Anthony—Memory Techniques for Trial Attorneys. 29, 5, 77.

Davis, Denise M., with John E. Jay—The Dangers of a Computerized Personnel Data System. 27, 6, 67.

Davis, Denise M., with Peter M. Panken—A Model Affirmative Action Program. 26, 3, 11.

DeMeo, J.N. Nick—How To Prepare a Practice Manual. 29, 8, 75.

Diamond, Louis H.—Why a Law Firm or Its Partners Should Incorporate. 28, 5, 55.

Dickerson, Thomas A.—Recovering for Lost or Delayed Baggage. 26, 8, 67.
The Travel Consumer Class Action. 26, 1, 59.

Douglas-Hamilton, Margaret H.—When Are Creditors in Control of Debtor Companies? 26, 7, 61.

Dubroff, Harold, and Douglas A. Kahn—The Estate Tax Marital Deduction. 26, 7, 23.

Eisenberg, Lawrence—A Hybrid Word- and Data-Processing System. 26, 2, 67.

Elliott, Priscilla, with Joseph T. McLaughlin—The Disqualification of Attorneys and Judges in the Federal Courts. 27, 3, 41.

Esbin, Martha—Cost-Effective Law Library Administration. 29, 1, 73.

Evenson, Donald D., and Richard L. Osborne—When Should a Mark Be Registered? 26, 3, 81.

Foy, Ron E., with James J. Brosnahan and Samuel R. Miller—Corporate Criminal Liability. 26, 6, 23.

Franck, Michael—Lawyer Advertising After the *R.__M.J.__* Case. 28, 3, 53.

Frankfurt, Morton A., with Bernard Bahnuth—The Tax-Free Exchange of Realty under Section 1031. 26, 3, 67.

Fritton, Karl A.—How To Win an Unemployment Compensation Case. 29, 4, 21.

Galloway, Joseph M.—How the Securities Laws Affect ESOPs. 28, 4, 65.

Gamble, Cameron C.—A Checklist and Instructions for a Personal Injury Case System. 27, 6, 19.

Garfinkel, Marvin—The Uniform Condominium Act. 28, 8, 43.

Gasbarro, Pasco, Jr.—A Guide to Contract Negotiations. 29, 3, 83.

Gelb, Richard M.—Standard Paragraphs in Interrogatories. 28, 4, 51.

Gelt, Theodore Z.—The Bankruptcy Tax Act of 1980. 27, 4, 11.

Givner, Bruce, with Howard L. Sanger—The New Deductible Voluntary Employee Contributions to Employer Plans. 28, 3, 83.

Goldstein, Bernard H.—A "Due-on-Sale" Clause for an Equity Owner. 27, 1, 57.
The Power of Arbitrators in Commercial Arbitration. 26, 6, 69.

Provisions for Subletting or Assigning a Commercial Lease. 28, 3, 31.
When Does a Real Estate Broker Earn His Commission? 27, 5, 43.

Gonser, Thomas H., John T. Soma, and Eileen I. Wilhelm—The Computer as a Tool for Legal Decision Making. 27, 6, 11.

Gould, Frank J.—The New Debt-Equity Treasury Regulations Under Section 385. 28, 4, 33.

Gozansky, Nathaniel E., Marianne K. Renjilian, and Harvey L. Zuckman—Divorce Law Practice. 26, 8, 11; 27, 1, 27; 27, 2, 67.

Green, Robert S., and Dan Brecher—When Making a Small Public Offering under Regulation A. 26, 2, 25.

Grendell, Timothy J.—Dividing Military Retired Pay in Divorce Proceedings. 29, 7, 19.

Gustafson, David, with John W. Behringer—The Risk of Placing a Nonpatented Invention on Sale. 29, 5, 53.

Hanke, Steve. H.—How To Determine Lost Earning Capacity. 27, 5, 27.

Hart, Jacob P.—Techniques of Collective Bargaining. 26, 1, 9.

Hayden, George A.—College Teaching as Supplemental Work. 27, 4, 85.

Hayes, Richard D.—How To Use the Alternative Proposal in Labor Negotiations. 26, 7, 55.

Heinz, John—The Victim and Witness Protection Act of 1982. 29, 1, 13.

Herlick, Lawrence—The Role of the Divorce Counselor in Divorce Proceedings. 28, 2, 79.

Herndon, Wilson W., and Frank G. Israel—The Law of Contribution. 29, 6, 59.

Hetherington, Jack J.—Practice and Procedure in a Black Lung Case. 26, 4, 79.

Hilliker, Donald B.—Attorney Disqualification Motions. 26, 7, 11.

Hitchcock, Cornish F.—The Rights and Remedies of Household Goods Shippers. 28, 5, 53.

Howard, Norman A., and Robert E. Howard—Suggestions for Negotiating a Net Lease. 28, 5, 39.

Howard, Robert E., with Norman A. Howard—Suggestions for Negotiating a Net Lease. 28, 5, 39.

Hoyt, Christopher R.—When To Choose Accelerated Recovery over Straight-Line Depreciation. 28, 2, 27.

Hurowitz, Neil—How To Settle a Support Case. 26, 5, 27.

Hutton, Clifford E., and Joy Simon McFarlin—The Effect of the Economic Recovery Tax Act on the "Marriage Penalty." 28, 5, 77.

Hutzler, Laurie H.—Basic Rules for a Filing System. 26, 6, 77.
Forms for Effective File Control. 27, 3, 59.

Israel, Frank G., with Wilson W. Herndon—The Law of Contribution. 29, 6, 59.

Israel, Stuart M.—Standards for the Performance of Lawyers and Legal Assistants. 27, 1, 79.

Jacoby, Sidney B., with John M. Steadman and David Schwartz—Settling Litigation with the Federal Government. 29, 8, 37.

Jay, John E., and Denise M. Davin—The Dangers of a Computerized Personnel Data System. 27, 6, 67.

Jeffries, John Calvin, Jr., with Peter W. Low—The Crime of Burglary under the Model Penal Code. 26, 8, 33.

Jennings, Marianne M.—Techniques for Effective Dictation in the Law Office. 28, 4, 81.

Josephs, Gary S.—A Checklist for Determining Domicile. 27, 5, 55.

Kahn, Douglas A., with Harold Dubroff—The Estate Tax Marital Deduction. 26, 7, 23.

Katz, Gerald—Some Do's and Don'ts in Purchasing Disability Insurance. 28, 6, 75.

Katz, Lawrence Allen—Sexual Harassment in the Workplace. 29, 3, 29.

Kaufman, Laurence—The Firm Brochure. 28, 6, 79.

Kessler, Robert A.—The Effect of the Securities Laws Upon the Small Business. 28, 6, 11.

Kessler, Robert A., and Gail Levin Richmond—How, Why and When To Elect S Corporation Status. 29, 3, 15.

Keydel, Frederick R.—Explaining the New Estate and Gift Tax Provisions to Clients. 27, 8, 11.
Post-1982 Estate Tax Computation Worksheets. 29, 2, 57.

Kilcullen, John L.—Benefits under the Federal Black Lung Program. 26, 4, 71.

Kligman, Charles, with Marc C. Bateman—Estate Charitable Deductions under Section 2055. 26, 5, 71.

Kovner, Joseph, with William T. Plumb, Jr. and Harry D. Shapiro—How a General Creditor Can Protect Himself from a Federal Tax Lien. 27, 6, 75.

Kussy, Edward V. A.—Compensation for Billboard and Junkyard Removal under the Highway Beautification Act. 27, 5, 65.

Lambeth, Philip D.—A Guide to an Efficient Collection Practice. 28, 5, 11.

Landau, Jack—Editing Legal Writing. 28, 2, 83.

Lee, Lawrence J.—The Capital Freeze Partnership. 27, 7, 59; 27, 8, 45.

The Taxation of Commodity Straddles under the Economic Recovery Tax Act of 1981. 28, 1, 11.

Lehr, Richard L.—An Equal Employment Primer for the General Practitioner. 28, 2, 35.

L'Estrange, John H., Jr., and William J. Tucker—Fee Agreements. 27, 3, 11; 27, 4, 19.

Levine, Mark Lee—The Installment Sales Revision Act of 1980. 27, 2, 11.

Levy, Stanley J.—The Preliminary Handling of Chemical and Toxic Tort Cases. 26, 7, 43.

Lewis, Jack L.—A Custody Agreement for a Computer Source Code. 29, 3, 59.

Lidstone, Herrick K., and Albert Theodore Powers—The Importance of Proper Tax Elections by New Corporations. 29, 5, 61.

Light, Terry W.—The Many Faces of a TicklerFile. 26, 7, 75.

The Procedure Manual as an Information Tool. 27, 4, 63.

The Procedure Manual—Mail, Copying, and Filing Rules. 26, 1, 71.

The Procedure Manual—Outgoing Mail and Filing Rules. 26, 4, 63.

Lockwood, Robert W.—How To Represent a Client Facing Civil Commitment. 26, 8, 51.

Low, Peter W., and John Calvin Jeffries, Jr.—The Crime of Burglary under the Model Penal Code. 26, 8, 33.

McCullough, Burton V., and Randolph G. Muhlstein—Perfecting and Protecting Security Interests in Ordinary Goods Moving Across State Lines. 29, 2, 13.

McCullough, Ralph C., III, and James L. Underwood—How To Prepare and Use Demonstrative Evidence in a Civil Trial. 28, 2, 19.

McFarlin, Joy Simon, with Clifford E. Hutton—The Effect of the Economic Recovery Tax Act on the "Marriage Penalty." 28, 5, 77.

McKeown, James F.—Patent Records as a Source of Evidence in Products Liability Suits. 29, 7, 13.

McLaughlin, Joseph T., and Priscilla Elliott—The Disqualification of Attorneys and Judges in Federal Courts. 27, 3, 41.

Manalno, Edward F., and Marguerite S. Walsh—How To Defend Age Discrimination Claims Through Personnel Practices and Litigation Strategies. 28, 6, 35.

Mariani, Michael M.—Postmortem Estate Elections. 27, 8, 59.

Marsh, John S.—A Lawyer's 1980 Midsummer Night's Reading. 26, 4, 53.

A Lawyer's 1981 Midsummer Night's Reading. 27, 4, 71.

Martin, James W.—A Client Letter. 29, 5, 71.

Massey, Robert V., Jr.—Estate Planning and Administration Today—Some Thoughts. 26, 3, 75.

Matist, Richard A., with Robert J. Berkow—The Effective Integration of Data Processing in a Law Firm. 29, 4, 51.

Meyers, Philip G.—A Plan for Dividing Personal Property in an Estate. 28, 2, 65.

Miller, H. Anthony—A Management Approach to Legal Research. 26, 2, 75.

Miller, Samuel R.—A Corporation's Attorney-Client and Work Product Privileges. 29, 2, 35.

Miller, Samuel R., with James J. Brosnahan and Ron E. Foy—Corporate Criminal Liability. 26, 6, 23.

Mitchell, Marvin—A Method for Evolving a Trial Strategy. 27, 4, 82.

Moe, Thomas O.—The Tax Effects of Tort Damages. 26, 1, 37.

Momjian, Edmond J.—Nonlegal Databases as Litigation Support Tools. 26, 8, 61.

Muhlstein, Randolph G., with Burton V. McCullough—Perfecting and Protecting Security Interests in Ordinary Goods Moving Across State Lines. 29, 2, 13.

Mullins, Edward W., Jr.—Using Interrogatories Properly. 29, 8, 59.

Munch, James C., Jr.—The Taxation of Medical and Disability Benefits. 28, 3, 39.

Which Disability Insurance Policy? 26, 5, 11.

Nathan, Irvin B.—Civil RICO. 29, 8, 11.

Newman, William A.—How To Obtain a Medical Device Preclearance. 27, 1, 65.

Osborne, Richard L.—How To Prevent Trademarks from Becoming Generic. 27, 3, 81.

When Terminating a Distributorship Is an Antitrust Violation. 29, 3, 51.

Osborne, Richard L., with Donald D. Evenson—When Should a Mark Be Registered? 26, 3, 81.

Pachal, Leonard—How To Prepare and Conduct a Direct Examination of a Witness. 28, 1, 63.

Panken, Peter M., and Denise M. Davin—A Model Affirmative Action Program. 26, 3, 11.

Parker, Allan J.—Some Recent Developments in Estate and Gift Taxation. 26, 6, 37.

Parker, James P., with John J. Sexton—The New Capital Cost Recovery Rules. 27, 7, 43.

Parsons, William—The Nature of Property Interests. 29, 4, 61.

Payne, Jackson M.—An Inflation-Proof Rent Adjustment Clause for Commercial Leases. 29, 6, 35.

Peters, J. Douglas, and David S. Robinson, Jr.—The Elements of a Legal Malpractice Case Based on Litigation Errors. 28, 2, 53.

Plumb, William T., Jr., Harry D. Shapiro, and Joseph Kovner—How a General Creditor Can Protect Himself from a Federal Tax Lien. 27, 6, 75.

Polner, Frederick A.—How To Obtain a License for a Low Power Television Station. 29, 2, 77.

Postol, Lawrence P.—The Workers' Compensation Remedy for Occupational Diseases. 29, 8, 23.

Powers, Albert Theodore, with Herrick K. Lidstone—The Importance of Proper Tax Elections by New Corporations. 29, 5, 61.

Rakoff, Jed S.—How To Discover the Federal Government's Proof in Criminal Cases. 29, 5, 13.

Randall, Gary—What To Do after the 1983 Tax Audit. 29, 1, 33.

Redmount, Robert S.—Why a Law Office Needs a Consulting Psychologist. 28, 8, 67.

Reich, Daniel—How To Evaluate an Expert's Statistical Analysis. 28, 3, 69.

Renjilian, Marianne K., with Nathaniel E. Gozansky and Harvey L. Zuckman—Divorce Law Practice. 26, 8, 11; 27, 1, 27; 27, 2, 67.

Reynolds, Ernest, III—Managing the Defense of a Multidefendant Case. 29, 4, 81.

Rice, Michael Downey—Equipment Leasing under the Economic Recovery Tax Act. 27, 7, 53.
Negotiating an Equipment Financing Arrangement. 27, 5, 11.

Richmond, Gail Levin, with Robert A. Kessler—How, Why, and When To Elect S Corporation Status. 29, 3, 15.

Robinson, David S., Jr., with J. Douglas Peters—The Elements of a Legal Malpractice Case Based on Litigation Errors. 28, 2, 53.

Rother, John, and Larry Atkins—The Social Security Amendments of 1983. 29, 4, 13.

Ryan, Reade H., Jr.—What a Lawyer Should Know about Bankers' Acceptances. 27, 2, 51.

Safran, David L.—What Nonpatent Attorneys Should Know About Patents. 28, 4, 59.

Saltman, David A.—The Client Post-Interview Report. 29, 7, 79.
Instructions to a Client prior to a Medical Examination. 27, 4, 81.
Monitoring the Flow of Legal Business. 28, 7, 81.

Sanders, Michael L.—Tax Aspects of Scholarship Programs. 26, 7, 81.

Sanger, Howard L., and Bruce Givner—The New Deductible Voluntary Employee Contributions to Employer Plans. 28, 3, 83.

Schaal, Ernest—What To Say to a Computer Programmer. 28, 2, 71.

Schmertz, John R., Jr.—A Modern Procedural Framework for Establishing the Law of a Foreign Country. 28, 6, 63.

Schoenfeld, Barbara Pearlman, with Mark K. Schoenfeld—How To Handle a Client in a State of Crisis. 27, 4, 53.

Schoenfeld, Mark K., and Barbara Pearlman Schoenfeld—How To Handle a Client in a State of Crisis. 27, 4, 53.

Schorr, David Jay—The Techniques of Traffic Accident Reconstruction. 27, 2, 77.

Schwartz, David, with John M. Steadman and Sidney B. Jacoby—Settling Litigation with the Federal Government. 29, 8, 37.

Segall, Harold A., and Michael S. Sirkin—Providing for Withdrawal from a Joint Venture. 28, 1, 75.

Serko, David—Currency Declarations by International Travelers, Exporters, and Importers. 27, 5, 35.

Sexton, John J., and James P. Parker—The New Capital Cost Recovery Rules. 27, 7, 43.

Shapiro, Harry D., with William T. Plumb, Jr. and Joseph Kovner—How a General Creditor Can Protect Himself from a Federal Tax Lien. 27, 6, 75.

Shea, Edward E.—Better Insurance and Contractual Protection from Product Liability. 29, 2, 45.
The Product Liability Risk Retention Act of 1981. 28, 2, 9.

Shields, Chester R., with Anthony G. Chase—Three Federal Loan Guarantee Programs for Business. 26, 6, 11.

Simmons, William M., with F. Trowbridge vom Baur

—How To Manage the Big Case Without Computers. 29, 1, 45.

Sirkin, Michael S., and Neal N. Beaton—Representing the Developer of Mass-Marketed Software. 28, 8, 29.

Sirkin, Michael S., with Harold A. Segall—Providing for Withdrawal from a Joint Venture. 28, 1, 75.

Smith, Leslie C.—How To Prevent Federal Forfeitures in Criminal Cases. 26, 2, 11.

Soma, John T., with Thomas H. Gomer and Eileen I. Wilhelm—The Computer as a Tool for Legal Decision Making. 27, 6, 11.

Sommer, Henry J.—Counseling the Consumer Debtor. 29, 1, 19.
Gathering the Facts in a Consumer Bankruptcy Case. 28, 3, 11.

Southwick, Sarah—Computerized Litigation Support—When, What, and How. 27, 5, 77.

Squires, Lynn B.—A Comprehensible Due-on-Sales Clause. 27, 3, 67.

Staller, Jerome M.—The Periodic Payment Settlement Act of 1982. 29, 3, 25.

Steadman, John M., David Schwartz, and Sidney B. Jacoby—Settling Litigation with the Federal Government. 29, 8, 37.

Sternin, Bernard—A Method for Overlap Search. 28, 6, 81.
Techniques of Document Design. 27, 8, 69.

Sugarman, Norman A., with Paul E. Treusch—Some Threshold Decisions for Tax-Exempt Charitable Organizations. 29, 3, 65.

Summers, A. Kent—Tax Consequences of the Various Methods of Acquiring a Computer. 29, 7, 55.

Taggart, Walter J.—Changing Federal Procedures in Serving Summonses and Complaints. 29, 6, 23.

Taylor, Lawrence—Obtaining Immunity for Defense Witnesses. 29, 6, 75.

Thomas, William Griffith—Alternative Residential Mortgages for Tomorrow. 26, 6, 55.

Tilton, James T., with Linda B. Tilton—Basic Considerations in Designing Forms. 26, 5, 55.

Tilton, Linda B., and James T. Tilton—Basic Considerations in Designing Forms. 26, 5, 55.

Treusch, Paul E., and Norman A. Sugarman—Some Threshold Decisions for Tax-Exempt Charitable Organizations. 29, 3, 65.

Tucker, William J., with John H. L'Estrange, Jr.—Fee Agreements. 27, 3, 11; 27, 4, 19.

Underwood, James L.—Discovery According to Federal Rule 34. 26, 2, 55.
The New Amendments to the Federal Discovery Rules. 26, 4, 23.
The New Federal Civil Procedure Rules: Greater Attorney Responsibility and More Judicial Control. 29, 6, 13.

Underwood, James L., with Ralph C. McCullough, III—How To Prepare and Use Demonstrative Evidence in a Civil Trial. 28, 2, 19.

Updegraff, Kenneth E., Jr.—Operating as a Nonexempt Subchapter T Cooperative. 29, 4, 29; 29, 5, 33.

Vinson, Donald E., Lawrence H. Curtis, and Philip K. Anthony—Memory Techniques for Trial Attorneys. 29, 5, 77.

vom Baur, F. Trowbridge—How To Organize a Law Office Filing System. 28, 5, 81.
What a Librarian Can Do for a Law Firm. 26, 1, 83.

vom Baur, F. Trowbridge, and William M. Simmons—How To Manage the Big Case Without Computers. 29, 1, 45.

Voorhees, Theodore—Advice to a Prosecutor Trying His First Case. 27, 3, 75.
A Checklist for Training Associates. 28, 4, 73.

Wallace, Melvin—Planning a Retreat Program for a Law Office. 26, 1, 45.

Walsh, Marguerite S., with Edward F. Mannino—How To Defend Age Discrimination Claims Through Personnel Practices and Litigation Strategies. 28, 5, 35.

Ware, Russell M.—Evaluating Facial Scars on a Minor. 26, 5, 39.
Increasing Recoveries Through Corroboration Witnesses. 28, 5, 73.

Watkins, Charles E., Jr.—The Chapter 11 Plan. 28, 8, 11.

Whiteman, Michael J.—The Advantages of Litigating in the Small Case Division of the Tax Court. 29, 1, 41.

Wilhelm, Eileen I., with Thomas H. Gomer and John T. Soma—The Computer as a Tool for Legal Decision Making. 27, 6, 11.

Willard, Vickie L.—When and How To Use an Examiner of Disputed Documents. 29, 2, 27.

Wing, John R., and Jacqueline C. Wolff—Defense Input into Grand Jury Proceedings. 29, 3, 35.

Wolfe, David L.—Medical Expense Reimbursement Plans. 27, 4, 39.

Wolfe, Kenneth C.—Advice to a Client Who Wishes To Sell His Own Home. 28, 7, 77.
Wolff, Jacqueline C., with John R. Wing—Defense Input into Grand Jury Proceedings. 29, 3, 35.
Woocher, Lois M.—An Introduction to Debt Collection Law. 29, 7, 31.
Zuckman, Harvey L., with Nathaniel E. Gozansky and Marianne K. Renjilian—Divorce Law Practice. 26, 8, 11; 27, 1, 27; 27, 2, 67.

SUBJECTS

ACCOUNTING
The Importance of Proper Tax Elections by New Corporations. Herrick K. Lidstone and Albert Theodore Powers. 29, 5, 61.

ADMINISTRATIVE AGENCIES
Compensation for Billboard and Junkyard Removal under the Highway Beautification Act. Edward V. A. Kussy. 27, 5, 65.
The Federal and State Regulation of Franchises. Arthur I. Cantor. 27, 6, 55; 27, 7, 77.
How To Obtain a License for a Low Power Television Station. Frederick A. Polner. 29, 2, 77.
How To Win an Unemployment Compensation Case. Karl A. Fritton. 29, 4, 21.
How To Obtain a Medical Device Preclearance. William A. Newman. 27, 1, 65.
Practice and Procedure in a Black Lung Case. Jack J. Hetherington. 26, 4, 79.
Representing Federal Civilian Employees in Discrimination Cases. Peter B. Broida. 29, 1, 57.
Settling Litigation with the Federal Government. John M. Steadman, David Schwartz, and Sidney B. Jacoby. 29, 8, 37.
What To Do When Representing a Federal Employee in an Adverse Action Appeal. Peter B. Broida. 28, 1, 41.

ADMINISTRATIVE LAW
How To Obtain a License for a Low Power Television Station. Frederick A. Polner. 29, 2, 77.
How To Win an Unemployment Compensation Case. Karl A. Fritton. 29, 4, 21.
Representing Federal Civilian Employees in Discrimination Cases. Peter B. Broida. 29, 1, 57.
The Rights and Remedies of Household-Goods Shippers. Cornish F. Hitchcock. 28, 6, 53.
The Social Security Amendments of 1983. John Rother and Larry Atkins. 29, 4, 13.
What To Do When Representing a Federal Employee in an Adverse Action Appeal. Peter B. Broida. 28, 1, 41.
The Workers' Compensation Remedy for Occupational Diseases. Lawrence P. Postol. 29, 8, 23.

ANTITRUST LAW
When Terminating a Distributorship Is an Antitrust Violation. Richard L. Osborne. 29, 3, 51.

ARBITRATION
The Power of Arbitrators in Commercial Arbitration. Bernard H. Goldstein. 26, 6, 69.
The Rights and Remedies of Household-Goods Shippers. Cornish F. Hitchcock. 28, 6, 53.

ATTORNEY-CLIENT RELATIONS
Attorney Disqualification Motions. Donald B. Hilliker. 26, 7, 11.
A Client Letter. James W. Martin. 29, 5, 71.
The Client Post-Interview Report. David A. Saltman. 29, 7, 79.
A Corporation's Attorney-Client and Work Product Privileges. Samuel R. Miller. 29, 2, 35.
Divorce Law Practice. Nathaniel E. Gozansky, Marianne K. Renjilian, and Harvey L. Zuckman. 26, 8, 11.
Fee Agreements. John H. L'Estrange, Jr., and William J. Tucker. 27, 3, 11; 27, 4, 19.
The Firm Brochure. Laurence Kaufman. 28, 6, 79.
How to Handle a Client in a State of Crisis. Mark K. Schoenfield and Barbara Pearlman Schoenfield. 27, 4, 53.
The Procedure Manual as an Information Tool. Terry W. Light. 27, 4, 63.

ATTORNEYS' FEES
Fee Agreements. John H. L'Estrange, Jr., and William J. Tucker. 27, 3, 11; 27, 4, 19.
Some Observations on Time Records. Louis M. Brown. 27, 5, 83.

BANKING
How a General Creditor Can Protect Himself from a

Federal Tax Lien. William T. Plumb, Jr., Harry D. Shapiro, and Joseph Kovner. 27, 6, 75.
UCC Cases: Group No. 27. Henry J. Bailey, III. 26, 4, 11.
UCC Cases: Group No. 28. Henry J. Bailey III. 27, 3, 27.
What a Lawyer Should Know about Bankers' Acceptances. Reade H. Ryan, Jr. 27, 2, 51.

BANKRUPTCY
The Chapter 11 Plan. Charles E. Watkins, Jr. 28, 8, 11.
Counseling the Consumer Debtor. Henry J. Sommer. 29, 1, 19.
Gathering the Facts in a Consumer Bankruptcy Case. Henry J. Sommer. 28, 3, 11.

BUSINESS
Better Insurance and Contractual Protection from Product Liability. Edward E. Shea. 29, 2, 45.
Currency Declarations by International Travelers, Exporters, and Importers. David Serko. 27, 5, 35.
A Custody Agreement for a Computer Source Code. Jack L. Lewis. 29, 3, 59.
The Dangers of a Computerized Personnel Data System. John E. Jay and Denise M. Davin. 27, 6, 67.
The Effect of the Securities Laws upon the Small Business. Robert A. Kessler. 28, 6, 11.
Equipment Leasing under the Economic Recovery Tax Act. Michael Downey Rice. 27, 7, 53.
The Federal and State Regulation of Franchises. Arthur I. Cantor. 27, 6, 55; 27, 7, 77.
How a General Creditor Can Protect Himself from a Federal Tax Lien. William T. Plumb, Jr., Harry D. Shapiro, and Joseph Kovner. 27, 6, 75.
How To Win an Unemployment Compensation Case. Karl A. Fritton. 29, 4, 21.
An Introduction to Debt Collection Law. Lois M. Woocher. 29, 7, 31.
A Model Affirmative Action Program. Peter M. Panken and Denise M. Davin. 26, 3, 11.
Negotiating an Equipment Financing Arrangement. Michael Downey Rice. 27, 5, 11.
Operating as a Nonexempt Subchapter T Cooperative. Kenneth E. Updegraft, Jr. 29, 4, 29; 29, 5, 33.
Perfecting and Protecting Security Interests in Ordinary Goods Moving Across State Lines. Burton V. McCullough and Randolph G. Muhlstein. 29, 2, 13.
Priority Conflicts Involving Purchase-Money Security Interests. Donald W. Baker. 29, 7, 67.
Providing for Withdrawal from a Joint Venture. Harold A. Segall and Michael S. Sirkin. 28, 1, 75.
Representing the Developer of Mass-Marketed Software. Michael S. Sirkin and Neal N. Beaton. 28, 8, 29.
The Risk of Placing a Nonpatented Invention on Sale. John W. Behringer and David Gustafson. 29, 5, 53.
Sexual Harassment in the Workplace. Lawrence Allen Katz. 29, 3, 29.
Three Federal Loan Guarantee Programs for Business. Anthony G. Chase and Chester R. Shields. 26, 6, 11.
What a Lawyer Should Know about Bankers' Acceptances. Reade H. Ryan, Jr. 27, 2, 51.
When Are Creditors in Control of Debtor Companies? Margaret H. Douglas-Hamilton. 26, 7, 61.
When Terminating a Distributorship Is an Antitrust Violation. Richard L. Osborne. 29, 3, 51.
The Workers' Compensation Remedy for Occupational Diseases. Lawrence P. Postol. 29, 8, 23.

CHECKS
UCC Cases: Group No. 27. Henry J. Bailey III. 26, 4, 11.
UCC Cases: Group No. 28. Henry J. Bailey III. 27, 3, 27.

CIVIL PROCEDURE
Changing Federal Procedures in Serving Summonses and Complaints. Walter J. Taggart. 29, 6, 23.
A Checklist for Determining Domicile. Gary S. Josephs. 27, 5, 55.
A Modern Procedural Framework for Establishing the Law of a Foreign Country. John R. Schmertz, Jr. 28, 6, 63.
The New Federal Civil Procedure Rules: Greater Attorney Responsibility and More Judicial Control. James L. Underwood. 29, 6, 13.
Techniques of Document Design. Bernard Sternin. 27, 8, 69.

CIVIL RIGHTS
An Equal Employment Primer for the General Practitioner. Richard I. Lehr. 28, 2, 35.
How To Defend Age Discrimination Claims Through Personnel Practices and Litigation Strategies. Edward F. Mannino and Marguerite S. Walsh. 28, 6, 35.

How To Represent a Client Facing Civil Commitment. Robert W. Lockwood. 26, 8, 51.
Representing Federal Civilian Employees in Discrimination Cases. Peter B. Broida. 29, 1, 57.
Sexual Harassment in the Workplace. Lawrence Allen Katz. 29, 3, 29.

COMMUNICATIONS
How To Obtain a License for a Low Power Television Station. Frederick A. Polner. 29, 2, 77.

COMPUTERS
Basic Considerations in Designing Forms. Linda B. Tilton and James T. Tilton. 26, 5, 55.
The Computer as a Tool for Legal Decision Making. Thomas H. Gonser, John T. Soma, and Eileen I. Wilhelm. 27, 6, 11.
Computerized Litigation Support—When, What, and How. Sarah Southwick. 27, 5, 77.
A Custody Agreement for a Computer Source Code. Jack L. Lewis. 29, 3, 59.
The Dangers of a Computerized Personnel Data System. John E. Jay and Denise M. Davin. 27, 6, 67.
The Effective Integration of Data Processing in a Law Firm. Robert J. Berkow and Richard A. Matist. 29, 4, 51.
A Hybrid Word- and Data-Processing System. Lawrence Eisenberg. 26, 2, 67.
Nonlegal Databases as Litigation Support Tools. Edmond J. Momjian. 26, 8, 61.
Tax Consequences of the Various Methods of Acquiring a Computer. A. Kent Summers. 29, 7, 55.
What To Say to a Computer Programmer. Ernest Schaal. 28, 2, 71.

CONFLICTS OF LAW
A Modern Procedural Framework for Establishing the Law of a Foreign Country. John R. Schmertz, Jr. 28, 6, 63.

CONSUMER PROTECTION
Counseling the Consumer Debtor. Henry J. Sommer. 29, 1, 19.
The Federal and State Regulation of Franchises. Arthur I. Cantor. 27, 6, 55; 27, 7, 77.
Gathering the Facts in a Consumer Bankruptcy Case. Henry J. Sommer. 28, 3, 11.
How To Obtain a Medical Device Preclearance. William A. Newman. 27, 1, 65.
An Introduction to Debt Collection Law. Lois M. Woocher. 29, 7, 31.
Recovering for Lost or Delayed Baggage. Thomas A. Dickerson. 26, 8, 67.
The Rights and Remedies of Household-Goods Shippers. Cornish F. Hitchcock. 28, 6, 53.
The Travel Consumer Class Action. Thomas A. Dickerson. 26, 1, 59.
The Uniform Condominium Act. Marvin Garfinkel. 28, 8, 43.
What To Do for Tenants and Purchasers in a Condominium Conversion. Gurdon H. Buck. 26, 5, 45.

CONTRACTS
Better Insurance and Contractual Protection from Product Liability. Edward E. Shea. 29, 2, 45.
A Custody Agreement for a Computer Source Code. Jack L. Lewis. 29, 3, 59.
A Guide to Contract Negotiations. Pasco Gasbarro, Jr. 29, 3, 83.
An Inflation-Proof Rent Adjustment Clause for Commercial Leases. Jackson M. Payne. 29, 6, 35.
The Law of Contribution. Wilson W. Herndon and Frank G. Israel. 29, 6, 59.
Providing for Withdrawal from a Joint Venture. Harold A. Segall and Michael S. Sirkin. 28, 1, 75.
Provisions for Subletting or Assigning a Commercial Lease. Bernard H. Goldstein. 28, 3, 31.
Recovering for Lost or Delayed Baggage. Thomas A. Dickerson. 26, 8, 67.
Representing the Developer of Mass-Marketed Software. Michael S. Sirkin and Neal N. Beaton. 28, 8, 29.
The Rights and Remedies of Household-Goods Shippers. Cornish F. Hitchcock. 28, 6, 53.
Suggestions for Negotiating a Net Lease. Norman A. Howard and Robert E. Howard. 28, 5, 39.
The Travel Consumer Class Action. Thomas A. Dickerson. 26, 1, 59.
UCC Cases: Group No. 28. Henry J. Bailey III. 27, 3, 27.
When Does a Real Estate Broker Earn His Commission? Bernard H. Goldstein. 27, 5, 43.

CORPORATIONS
Corporate Criminal Liability. James J. Brosnahan, Samuel R. Miller, and Ron E. Foy. 26, 6, 23.
Corporate Minutes: Their Form, Contents, Inspection, and Evidentiary Value. John C. Carter. 29, 6, 45.

The Effect of the Securities Laws upon the Small Business. Robert A. Kessler. 28, 6, 11.
How, Why, and When To Elect S Corporation Status. Robert A. Kessler and Gail Levin Richmond. 29, 3, 15.
The Importance of Proper Tax Elections by New Corporations. Herrick K. Lidstone and Albert Theodore Powers. 29, 5, 61.
Operating as a Nonexempt Subchapter T Cooperative. Kenneth E. Updegraft, Jr. 29, 4, 29; 29, 5, 33.
Tax Aspects of Scholarship Programs. Michael I. Sanders. 26, 7, 81.
Tax-Free Interest-Free Loans from a Closely-Held Corporation. Jeffrey C. Barefoot. 28, 3, 61.
When Are Creditors in Control of Debtor Companies? Margaret H. Douglas-Hamilton. 26, 7, 61.

COURTS
Changing Federal Procedures in Serving Summonses and Complaints. Walter J. Taggart. 29, 6, 23.
Civil RICO. Irvin B. Nathan. 29, 8, 11.
Defense Input into Grand Jury Proceedings. John R. Wing and Jacqueline C. Wolff. 29, 3, 35.
The Disqualification of Attorneys and Judges in the Federal Courts. Joseph T. McLaughlin and Priscilla Elliott. 27, 3, 41.
How To Represent a Client Facing Civil Commitment. Robert W. Lockwood. 26, 8, 51.
The New Federal Civil Procedure Rules: Greater Attorney Responsibility and More Judicial Control. James L. Underwood. 29, 6, 13.
The Victim and Witness Protection Act of 1982. John Heinz. 29, 1, 13.

CREDITORS' RIGHTS
A Guide to an Efficient Collection Practice. Philip D. Lambeth. 28, 5, 11.
A Guide to Mortgage Foreclosure Strategy and Mechanics. Bruce J. Bergman. 28, 4, 11.
An Introduction to Debt Collection Law. Lois M. Woocher. 29, 7, 31.
UCC Cases: Group No. 28. Henry J. Bailey III. 27, 3, 27.

CRIMINAL LAW AND PROCEDURE
Advice to a Prosecutor Trying His First Case. Theodore Voorhees. 27, 3, 75.
Corporate Criminal Liability. James J. Brosnahan, Samuel R. Miller, and Ron E. Foy. 26, 6, 23.
The Crime of Burglary under the Model Penal Code. Peter W. Low and John Calvin Jeffries, Jr. 26, 8, 33.
Defense Input into Grand Jury Proceedings. John R. Wing and Jacqueline C. Wolff. 29, 3, 35.
The Final Argument in a Criminal Case. John J. Cleary. 27, 6, 39.
How To Discover the Federal Government's Proof in Criminal Cases. Jed S. Rakoff. 29, 5, 13.
How To Prevent Federal Forfeitures in Criminal Cases. Leslie C. Smith. 26, 2, 11.
Jury Selection in a Federal Criminal Case. John J. Cleary. 26, 4, 37.
Obtaining Immunity for Defense Witnesses. Lawrence Taylor. 29, 6, 75.
The Victim and Witness Protection Act of 1982. John Heinz. 29, 1, 13.

DAMAGES
Civil RICO. Irvin B. Nathan. 29, 8, 11.
The Periodic Payment Settlement Act of 1982. Jerome M. Staller. 29, 3, 25.
The Victim and Witness Protection Act of 1982. John Heinz. 29, 1, 13.
The Workers' Compensation Remedy for Occupational Diseases. Lawrence P. Postol. 29, 8, 23.

DEBTOR AND CREDITOR
The Bankruptcy Tax Act of 1980. Theodore Z. Gelt. 27, 4, 11.
The Chapter 11 Plan. Charles E. Watkins, Jr. 28, 8, 11.
Counseling the Consumer Debtor. Henry J. Sommer. 29, 1, 19.
Gathering the Facts in a Consumer Bankruptcy Case. Henry J. Sommer. 28, 3, 11.
A Guide to an Efficient Collection Practice. Philip D. Lambeth. 28, 5, 11.
A Guide to Mortgage Foreclosure Strategy and Mechanics. Bruce J. Bergman. 28, 4, 11.
How a General Creditor Can Protect Himself from a Federal Tax Lien. William T. Plumb, Jr., Harry D. Shapiro, and Joseph Kovner. 27, 6, 75.
An Introduction to Debt Collection Law. Lois M. Woocher. 29, 7, 31.
Three Federal Loan Guarantee Programs for Business. Anthony G. Chase and Chester R. Shields. 26, 6, 11.
When Are Creditors in Control of Debtor Companies? Margaret H. Douglas-Hamilton. 26, 7, 61.

DEFERRED COMPENSATION
How the Securities Laws Affect ESOPs. Joseph M. Galloway. 28, 4, 65.
Medical Expense Reimbursement Plans. David L. Wolfe. 27, 4, 39.
The New Deductible Voluntary Employee Contributions to Employer Plans. Howard L. Sanger and Bruce Givner. 28, 3, 83.
The Taxation of Medical and Disability Benefits. James C. Munch, Jr. 28, 3, 39.

DISCOVERY
A Checklist and Instructions for a Personal Injury Case System. Cameron C. Gamble. 27, 6, 19.
Computerized Litigation Support—When, What, and How. Sarah Southwick. 27, 5, 77.
A Corporation's Attorney-Client and Work Product Privileges. Samuel R. Miller. 29, 2, 35.
Discovery According to Federal Rule 34. James L. Underwood. 26, 2, 55.
How To Discover the Federal Government's Proof in Criminal Cases. Jed S. Rakoff. 29, 5, 13.
How To Manage the Big Case Without Computers. F. Trowbridge vom Baur and William M. Simmons. 29, 1, 45.
Managing the Defense of a Multidefendant Case. Ernest Reynolds III. 29, 4, 81.
The New Amendments to the Federal Discovery Rules. James L. Underwood. 26, 4, 23.
The New Federal Civil Procedure Rules: Greater Attorney Responsibility and More Judicial Control. James L. Underwood. 29, 6, 13.
Nonlegal Databases as Litigation Support Tools. Edmond J. Momjian. 26, 8, 61.
Patent Records as a Source of Evidence in Products Liability Suits. James F. McKeown. 29, 7, 13.
Standard Paragraphs in Interrogatories. Richard M. Gelb. 28, 4, 51.
Using Interrogatories Properly. Edward W. Mullins, Jr. 29, 8, 59.
When and How To Use an Examiner of Disputed Documents. Vickie L. Willard. 29, 2, 27.

DISCRIMINATION
The Dangers of a Computerized Personnel Data System. John E. Jay and Denise M. Davin. 27, 6, 67.
An Equal Employment Primer for the General Practitioner. Richard I. Lehr. 28, 2, 35.
How To Defend Age Discrimination Claims Through Personnel Practices and Litigation Strategies. Edward F. Mannino and Marguerite S. Walsh. 28, 6, 35.
A Model Affirmative Action Program. Peter M. Panken and Denise M. Davin. 26, 3, 11.
Representing Federal Civilian Employees in Discrimination Cases. Peter B. Broida. 29, 1, 57.
Sexual Harassment in the Workplace. Lawrence Allen Katz. 29, 3, 29.
What To Do When Representing a Federal Employee in an Adverse Action Appeal. Peter B. Broida. 28, 1, 41.

DIVORCE AND SEPARATION
A Checklist for Determining Domicile. Gary S. Josephs. 27, 5, 55.
Dividing Military Retired Pay in Divorce Proceedings. Timothy J. Grendell. 29, 7, 19.
Divorce Law Practice. Nathaniel E. Gozansky, Marianne K. Renjilian, and Harvey L. Zuckman. 26, 8, 11; 27, 1, 27; 27, 2, 67.
How To Settle a Support Case. Neil Hurowitz. 26, 5, 27.
The Role of the Divorce Counselor in Divorce Proceedings. Lawrence Herlick. 28, 2, 79.

EMINENT DOMAIN
Compensation for Billboard and Junkyard Removal under the Highway Beautification Act. Edward V. A. Kussy. 27, 5, 65.

ESTATE AND GIFT TAXES
The Advantages of Litigating in the Small Case Division of the Tax Court. Michael J. Whiteman. 29, 1, 41.
The Capital Freeze Partnership. Lawrence J. Lee. 27, 7, 59; 27, 8, 45.
A Checklist for Determining Domicile. Gary S. Josephs. 27, 5, 55.
The Economic Recovery Tax Act—An Overview. 27, 7, 11.
Estate Charitable Deductions under Section 2055. Marc C. Bateman and Charles Kligman. 26, 5, 71.
The Estate Tax Marital Deduction. Harold Dubroff and Douglas A. Kahn. 26, 7, 23.
Explaining the New Estate and Gift Tax Provisions to Clients. Frederick R. Keydel. 27, 8, 11.

Postmortem Estate Elections. Michael M. Mariani. 27, 8, 59.
Post-1982 Estate Tax Computation Worksheets. Frederick R. Keydel. 29, 2, 57.
Some Recent Developments in Estate and Gift Taxation. Allan J. Parker. 26, 6, 37.
What To Do after the 1983 Tax Audit. Gary Randall. 29, 1, 33.

ESTATE PLANNING
The Capital Freeze Partnership. Lawrence J. Lee. 27, 7, 59; 27, 8, 45.
A Checklist for Determining Domicile. Gary S. Josephs. 27, 5, 55.
Creative Estate Planning. William C. Clay, Jr. 27, 1, 13.
The Economic Recovery Tax Act—An Overview. 27, 7, 11.
Estate Planning and Administration Today. Robert V. Massey, Jr. 26, 3, 75.
Explaining the New Estate and Gift Tax Provisions to Clients. Frederick R. Keydel. 27, 8, 11.
The Nature of Property Interests. William Parsons. 29, 4, 61.
A Plan for Dividing Personal Property in an Estate. Philip G. Meyers. 28, 2, 65.
Postmortem Estate Elections. Michael M. Mariani. 27, 8, 59.

EVIDENCE
Computerized Litigation Support—When, What, and How. Sarah Southwick. 27, 5, 77.
A Corporation's Attorney-Client and Work Product Privileges. Samuel R. Miller. 29, 2, 35.
The Dangers of a Computerized Personnel Data System. John E. Jay and Denise M. Davin. 27, 6, 67.
How To Evaluate an Expert's Statistical Analysis. Daniel Reich. 28, 3, 69.
How To Prepare and Conduct a Direct Examination of a Witness. Leonard Packel. 28, 1, 63.
How To Prepare and Use Demonstrative Evidence in a Civil Trial. Ralph C. McCullough II and James L. Underwood. 28, 2, 19.
Increasing Recoveries Through Corroboration Witnesses. Russell M. Ware. 28, 5, 73.
A Modern Procedural Framework for Establishing the Law of a Foreign Country. John R. Schmertz, Jr. 28, 6, 63.
The Techniques of Traffic Accident Reconstruction. David Jay Schorr. 27, 2, 77.
When and How To Use an Examiner of Disputed Documents. Vickie L. Willard. 29, 2, 27.

EXECUTORS AND ADMINISTRATORS
Postmortem Estate Planning. Michael M. Mariani. 27, 8, 59.

FAMILY LAW
A Checklist for Determining Domicile. Gary S. Josephs. 27, 5, 55.
Dividing Military Retired Pay in Divorce Proceedings. Timothy J. Grendell. 29, 7, 19.
Divorce Law Practice. Nathaniel E. Gozansky, Marianne K. Renjilian, and Harvey L. Zuckman. 26, 8, 11; 27, 1, 27; 27, 2, 67.
How To Settle a Support Case. Neil Hurowitz. 26, 5, 27.
The Role of the Divorce Counselor in Divorce Proceedings. Lawrence Herlick. 28, 2, 79.

GIFTS
The Capital Freeze Partnership. Lawrence J. Lee. 27, 7, 59; 27, 8, 11.
The Economic Recovery Tax Act—An Overview. 27, 7, 11.
Explaining the New Estate and Gift Tax Provisions to Clients. Frederick R. Keydel. 27, 8, 11.
Some Recent Developments in Estate and Gift Taxation. Allan J. Parker. 26, 6, 37.

GOVERNMENT LITIGATION
The Advantages of Litigating in the Small Case Division of the Tax Court. Michael J. Whiteman. 29, 1, 41.
Benefits under the Federal Black Lung Program. John L. Kilcullen. 26, 4, 71.
How To Discover the Federal Government's Proof in Criminal Cases. Jed S. Rakoff. 29, 5, 13.
How To Prevent Federal Forfeitures in Criminal Cases. Leslie C. Smith. 26, 2, 11.
Practice and Procedure in a Black Lung Case. Jack J. Hetherington. 26, 4, 79.
Representing Federal Civilian Employees in Discrimination Cases. Peter B. Broida. 29, 1, 57.
Settling Litigation with the Federal Government. John M. Steadman, David Schwartz, and Sidney B. Jacoby. 29, 8, 37.

What To Do When Representing a Federal Employee in an Adverse Action Appeal. Peter B. Broida. 28, 1, 41.

GROUP LEGAL SERVICES
Standards for the Performance of Lawyers and Legal Assistants. Stuart M. Israel. 27, 1, 79.

INCOME TAX
The Advantages of Litigating in the Small Case Division of the Tax Court. Michael J. Whiteman. 29, 1, 41.
The Bankruptcy Tax Act of 1980. Theodore Z. Gelt. 27, 4, 11.
The Capital Freeze Partnership. Lawrence J. Lee. 27, 7, 59; 27, 8, 45.
The Economic Recovery Tax Act—An Overview. 27, 7, 11.
The Effect of the Economic Recovery Tax Act on the "Marriage Penalty." Clifford E. Hutton and Joy Simon McFarlin. 28, 5, 77
Equipment Leasing under the Economic Recovery Tax Act. Michael Downey Rice. 27, 7, 53.
How, Why, and When To Elect S Corporation Status. Robert A. Kessler and Gail Levin Richmond. 29, 3, 15.
The Importance of Proper Tax Elections by New Corporations. Herrick K. Lidstone and Albert Theodore Powers. 29, 5, 61.
The Installment Sales Revision Act of 1980. Mark Lee Levine. 27, 2, 11.
Medical Expense Reimbursement Plans. David L. Wolfe. 27, 4, 39.
The New Capital Cost Recovery Rules. John J. Sexton and James P. Parker. 27, 7, 43.
The New Debt-Equity Treasury Regulations Under Section 385. Frank J. Gould. 28, 4, 33.
Operating as a Nonexempt Subchapter T Cooperative. Kenneth E. Updegraft, Jr. 29, 4, 29; 29, 5, 33.
The Periodic Payment Settlement Act of 1982. Jerome M. Staller. 29, 3, 25.
Some Threshold Decisions for Tax-Exempt Charitable Organizations. Paul E. Treusch and Norman A. Sugarman. 29, 3, 65.
Tax Aspects of Scholarship Programs. Michael I. Sanders. 26, 7, 81.
Tax Consequences of the Various Methods of Acquiring a Computer. A. Kent Summers. 29, 7, 55.
The Tax Effects of Tort Damages. Thomas O. Moe. 26, 1, 37.
The Tax Equity and Fiscal Responsibility Act of 1982—An Overview. 28, 7, 11.
The Taxation of Commodity Straddles Under the Economic Recovery Tax Act of 1981. Lawrence J. Lee. 28, 1, 11.
The Taxation of Medical and Disability Benefits. James C. Munch, Jr. 28, 3, 39.
The Tax-Free Exchange of Realty under Section 1031. Bernard Balmuth and Morton A. Frankfurt. 26, 3, 67.
Tax-Free Interest-Free Loans from a Closely-Held Corporation. Jeffrey C. Barefoot. 28, 3, 61.
What To Do after the 1983 Tax Audit. Gary Randall. 29, 1, 33.
When To Choose Accelerated Recovery over Straight-Line Depreciation. Christopher R. Hoyt. 28, 1, 27.

INSURANCE
Better Insurance and Contractual Protection from Product Liability. Edward E. Shea. 29, 2, 45.
The Product Liability Risk Retention Act of 1981. Edward E. Shea. 28, 2, 9.
Some Do's and Don'ts in Purchasing Disability Insurance. Gerald Katz. 28, 6, 75.
Which Disability Insurance Policy? James C. Munch, Jr. 26, 5, 11.

INTERNATIONAL BUSINESS TRANSACTIONS
Currency Declarations by International Travelers, Exporters, and Importers. David Serko. 27, 5, 35.
A Modern Procedural Framework for Establishing the Law of a Foreign Country. John R. Schmertz, Jr. 28, 6, 63.
What a Lawyer Should Know about Bankers' Acceptances. Reade H. Ryan, Jr. 27, 2, 51.

JUDGMENTS
Civil RICO. Irvin B. Nathan. 29, 8, 11.
A Guide to Mortgage Foreclosure Strategy and Mechanics. Bruce J. Bergman. 28, 4, 11.
How a General Creditor Can Protect Himself from a Federal Tax Lien. William T. Plumb, Jr., Harry D. Shapiro, and Joseph Kovner. 27, 6, 75.
The Law of Contribution. Wilson W. Herndon and Frank G. Israel. 29, 6, 59.
The Periodic Payment Settlement Act of 1982. Jerome M. Staller. 29, 3, 25.

JUVENILES

Evaluating Facial Scars on a Minor. Russell M. Ware. 26, 5, 39.

How To Settle a Support Case. Neil Hurowitz. 26, 5, 27.

LABOR LAW

The Dangers of a Computerized Personnel Data System. John E. Jay and Denise M. Davin. 27, 6, 67.

An Equal Employment Primer for the General Practitioner. Richard I. Lehr. 28, 2, 35.

How To Defend Age Discrimination Claims Through Personnel Practices and Litigation Strategies. Edward F. Mannino and Marguerite S. Walsh. 28, 6, 35.

How To Use the Alternative Proposal in Labor Negotiations. Richard D. Hayes. 26, 7, 55.

How To Win an Unemployment Compensation Case. Karl A. Fritton. 29, 4, 21.

A Model Affirmative Action Program. Peter M. Panken and Denise M. Davin. 26, 3, 11.

Representing Federal Civilian Employees in Discrimination Cases. Peter B. Broida. 29, 1, 57.

Sexual Harassment in the Workplace. Lawrence Allen Katz. 29, 3, 29.

Techniques of Collective Bargaining. Jacob P. Hart. 26, 1, 9.

What To Do When Representing a Federal Employee in an Adverse Action Appeal. Peter B. Broida. 28, 1, 41.

LAW OFFICE MANAGEMENT

Basic Considerations in Designing Forms. Linda B. Tilton and James T. Tilton. 26, 5, 55.

Basic Rules for a Filing System. Laurie H. Hutzler. 26, 6, 77.

A Checklist and Instructions for a Personal Injury Case System. Cameron C. Gamble. 27, 6, 19.

The Client Post-Interview Report. David A. Saltman. 29, 7, 79.

Cost-Effective Law Library Administration. Martha Esbin. 29, 1, 73.

Divorce Law Practice. Nathaniel E. Gozansky, Marianne K. Renjilian, and Harvey L. Zuckman. 26, 8, 11.

The Effective Integration of Data Processing in a Law Firm. Robert J. Berkow and Richard A. Matist. 29, 4, 51.

Forms for Effective File Control. Laurie H. Hutzler. 27, 3, 59.

How To Organize a Law Office Filing System. F. Trowbridge vom Baur. 28, 5, 81.

How To Prepare a Practice Manual. J.N. Nick DeMeo. 29, 8, 75.

A Hybrid Word- and Data-Processing System. Lawrence Eisenberg. 26, 2, 67.

The Many Faces of a TicklerFile. Terry W. Light. 26, 7, 75.

A Method for Overlap Search. Bernard Sternin. 28, 6, 81.

Monitoring the Flow of Legal Business. David A. Saltman. 28, 7, 81.

Planning a Retreat Program for a Law Office. Melvin Wallace. 26, 1, 45.

The Procedure Manual as an Information Tool. Terry W. Light. 27, 4, 63.

The Procedure Manual—Mail, Copying, and Filing Rules. Terry W. Light. 26, 1, 71.

The Procedure Manual—Outgoing Mail and Filing Rules. Terry W. Light. 26, 4, 63.

Some Management Rules for Lawyers. Leo J. Barrett. 26, 5, 79.

Some Observations on Time Records. Louis M. Brown. 27, 5, 83.

Standards for the Performance of Lawyers and Legal Assistants. Stuart M. Israel. 27, 1, 79.

Tax Consequences of the Various Methods of Acquiring a Computer. A. Kent Summers. 29, 7, 55.

Techniques for Effective Dictation in the Law Office. Marianne M. Jennings. 28, 4, 81.

What a Librarian Can Do for a Law Firm. F. Trowbridge vom Baur. 26, 1, 83.

What To Say to a Computer Programmer. Ernest Schaal. 28, 2, 71.

Why a Law Office Needs a Consulting Psychologist. Robert S. Redmount. 28, 8, 67.

LEASES

Equipment Leasing under the Economic Recovery Tax Act. Michael Downey Rice. 27, 7, 53.

An Inflation-Proof Rent Adjustment Clause for Commercial Leases. Jackson M. Payne. 29, 6, 35.

Negotiating an Equipment Financing Arrangement. Michael Downey Rice. 27, 5, 11.

Provisions for Subletting or Assigning a Commercial Lease. Bernard H. Goldstein. 28, 3, 31.

Suggestions for Negotiating a Net Lease. Norman A. Howard and Robert E. Howard. 28, 5, 39.
Tax Consequences of the Various Methods of Acquiring a Computer. A. Kent Summers. 29, 7, 55.

LEGAL ECONOMICS
College Teaching as Supplemental Work. George A. Hayden. 27, 4, 85.
The Effective Integration of Data Processing in a Law Firm. Robert J. Berkow and Richard A. Matist. 29, 4, 51.
Fee Agreements. John H. L'Estrange, Jr., and William J. Tucker. 27, 3, 11; 27, 4, 19.
The Firm Brochure. Laurence Kaufman. 28, 6, 79.
A Functional Law Office Library Needs a Librarian. Ronni F. Begleiter. 28, 3, 77.
How To Prepare a Practice Manual. J.N. Nick DeMeo. 29, 8, 75.
Lawyer Advertising After the *R.__ M.J.__* Case. Michael Franck. 28, 3, 53.
Monitoring the Flow of Legal Business. David A. Saltman. 28, 7, 81.
Some Observations on Time Records. Louis M. Brown. 27, 5, 83.
Why a Law Firm or Its Partners Should Incorporate. Louis H. Diamond. 28, 5, 55.

LEGAL EDUCATION
A Checklist for Training Associates. Theodore Voorhees. 28, 4, 73.
A Lawyer's 1980 Midsummer Night's Reading. John S. Marsh. 26, 4, 53.
A Lawyer's 1981 Midsummer Night's Reading. John S. Marsh. 27, 4, 71.

LEGAL ETHICS
Attorney Disqualification Motions. Donald B. Hilliker. 26, 7, 11.
The Disqualification of Attorneys and Judges in the Federal Courts. Joseph T. McLaughlin and Priscilla Elliott. 27, 3, 41.
Divorce Law Practice. Nathaniel E. Gozansky, Marianne K. Renjilian, and Harvey L. Zuckman. 26, 8, 11.
Lawyer Advertising After the *R.__ M.J.__* Case. Michael Franck. 28, 3, 53.
Some Observations on Time Records. Louis M. Brown. 27, 5, 83.

LEGAL PRACTICE AND SKILLS
Advice to a Prosecutor Trying His First Case. Theodore Voorhees. 27, 3, 75.
Attorney Disqualification Motions. Donald B. Hilliker. 26, 7, 11.
A Checklist and Instructions for a Personal Injury Case System. Cameron C. Gamble. 27, 6, 19.
A Checklist for Training Associates. Theodore Voorhees. 28, 4, 73.
A Client Letter. James W. Martin. 29, 5, 71.
The Client Post-Interview Report. David A. Saltman. 29, 7, 79.
A Comprehensible Due-on-Sale Clause. Lynn B. Squires. 27, 3, 67.
The Computer as a Tool for Legal Decision Making. Thomas H. Gonser, John T. Soma, and Eileen I. Wilhelm. 27, 6, 11.
Computerized Litigation Support—When, What, and How. Sarah Southwick. 27, 5, 77.
Cost-Effective Law Library Administration. Martha Esbin. 29, 1, 73.
Divorce Law Practice. Nathaniel E. Gozansky, Marianne K. Renjilian, and Harvey L. Zuckman. 26, 8, 11.
The Elements of a Legal Malpractice Case Based on Litigation Errors. J. Douglas Peters and David S. Robinson, Jr. 28, 2, 53.
Fee Agreements. John H. L'Estrange, Jr., and William J. Tucker. 27, 3, 11; 27, 4, 19.
The Final Argument in a Criminal Case. John J. Cleary. 27, 6, 39.
A Guide to an Efficient Collection Practice. Philip D. Lambeth. 28, 5, 11.
A Guide to Contract Negotiations. Pasco Gasbarro, Jr. 29, 3, 83.
How To Handle a Client in a State of Crisis. Mark K. Schoenfield and Barbara Pearlman Schoenfield. 27, 4, 53.
How To Manage the Big Case Without Computers. F. Trowbridge vom Baur and William M. Simmons. 29, 1, 45.
How To Organize a Law Office Filing System. F. Trowbridge vom Baur. 28, 5, 81.
How To Represent a Client Facing Civil Commitment. Robert W. Lockwood. 26, 8, 51.
Managing the Defense of a Multidefendant Case. Ernest Reynolds III. 29, 4, 81.
The Many Faces of a TicklerFile. Terry W. Light. 26, 7, 75.

Memory Techniques for Trial Attorneys. Donald E. Vinson, Lawrence H. Curtis, and Philip K. Anthony. 29, 5, 77.
A Method for Evolving a Trial Strategy. Marvin Mitchell. 27, 4, 82.
A Method for Overlap Search. Bernard Sternin. 28, 6, 81.
Planning a Retreat Program for a Law Office. Melvin Wallace. 26, 1, 45.
Practical Planning for Committee Meetings. C. Alan Chapman. 29, 1, 81.
The Procedure Manual as an Information Tool. Terry W. Light. 27, 4, 63.
Sensory Based Language in Legal Communication. John L. Barkai. 27, 1, 41.
Settling Litigation with the Federal Government. John M. Steadman, David Schwartz, and Sidney B. Jacoby. 29, 8, 37.
Some Management Rules for Lawyers. Leo J. Barrett. 26, 5, 79.
Standards for the Performance of Lawyers and Legal Assistants. Stuart M. Israel. 27, 1, 79.
Techniques for Effective Dictation in the Law Office. Marianne M. Jennings. 28, 4, 81.
Techniques of Document Design. Bernard Sternin. 27, 8, 69.
Using Interrogatories Properly. Edward W. Mullins, Jr. 29, 8, 59.
What a Librarian Can Do for a Law Firm. F. Trowbridge vom Baur. 26, 1, 83.
Why a Law Firm or Its Partners Should Incorporate. Louis H. Diamond. 28, 5, 55.
Why a Law Office Needs a Consulting Psychologist. Robert S. Redmount. 28, 8, 67.

LEGAL PROFESSION

Advice to a Prosecutor Trying His First Case. Theodore Voorhees. 27, 3, 75.
Attorney Disqualification Motions. Donald B. Hilliker. 26, 7, 11.
A Checklist for Training Associates. Theodore Voorhees. 28, 4, 73.
A Client Letter. James W. Martin. 29, 5, 71.
College Teaching as Supplemental Work. George A. Hayden. 27, 4, 85.
The Computer as a Tool for Legal Decision Making. Thomas H. Gonser, John T. Soma, and Eileen I. Wilhelm. 27, 6, 11.
A Corporation's Attorney-Client and Work Product Privileges. Samuel R. Miller. 29, 2, 35.
The Disqualification of Attorneys and Judges in the Federal Courts. Joseph T. McLaughlin and Priscilla Elliott. 27, 3, 41.
Divorce Law Practice. Nathaniel E. Gozansky, Marianne K. Renjilian, and Harvey L. Zuckman. 26, 8, 11.
The Firm Brochure. Laurence Kaufman. 28, 6, 79.
A Functional Law Office Library Needs a Librarian. Ronni F. Begleiter. 28, 3, 77.
A Guide to Contract Negotiations. Pasco Gasbarro, Jr. 29, 3, 83.
How To Handle a Client in a State of Crisis. Mark K. Schoenfield and Barbara Pearlman Schoenfield. 27, 4, 53.
How To Manage the Big Case Without Computers. F. Trowbridge vom Baur and William M. Simmons. 29, 1, 45.
Lawyer Advertising After the *R.___ M.J.___* Case. Michael Franck. 28, 3, 53.
Managing the Defense of a Multidefendant Case. Ernest Reynolds III. 29, 4, 81.
Practical Planning for Committee Meetings. C. Alan Chapman. 29, 1, 81.
Some Management Rules for Lawyers. Leo J. Barrett. 26, 5, 79.
Some Observations on Time Records. Louis M. Brown. 27, 5, 83.
Standards for the Performance of Lawyers and Legal Assistants. Stuart M. Israel. 27, 1, 79.
Why a Law Firm or Its Partners Should Incorporate. Louis H. Diamond. 28, 5, 55.
Why a Law Office Needs a Consulting Psychologist. Robert S. Redmount. 28, 8, 67.

LEGAL RESEARCH

Cost-Effective Law Library Administration. Martha Esbin. 29, 1, 73.
A Functional Law Office Library Needs a Librarian. Ronni F. Begleiter. 28, 3, 77.
A Management Approach to Legal Research. H. Anthony Miller. 26, 2, 75.
What a Librarian Can Do for a Law Firm. F. Trowbridge vom Baur. 26, 1, 83.

LEGAL WRITING AND DRAFTING

A Comprehensible Due-on-Sale Clause. Lynn B. Squires. 27, 3, 67.
Editing Legal Writing. Jack Landau. 28, 2, 83.

MALPRACTICE
The Elements of a Legal Malpractice Case Based on Litigation Errors. J. Douglas Peters and David S. Robinson, Jr. 28, 2, 53.

MEDICO-LEGAL PROBLEMS
How To Obtain a Medical Device Preclearance. William A. Newman. 27, 1, 65.
The Preliminary Handling of Chemical and Toxic Tort Cases. Stanley J. Levy. 26, 7, 43.
The Workers' Compensation Remedy for Occupational Diseases. Lawrence P. Postol. 29, 8, 23.

MORTGAGES
Alternative Residential Mortgages for Tomorrow. William Griffith Thomas. 26, 6, 55.
A Comprehensible Due-on-Sale Clause. Lynn B. Squires. 27, 3, 67.
A "Due-on-Sale" Clause for an Equity Owner. Bernard H. Goldstein. 27, 1, 57.
A Guide to Mortgage Foreclosure Strategy and Mechanics. Bruce J. Bergman. 28, 4, 11.

NEGLIGENCE
A Checklist and Instructions for a Personal Injury Case System. Cameron C. Gamble. 27, 6, 19.
The Elements of a Legal Malpractie Case Based on Litigation Errors. J. Douglas Peters and David S. Robinson, Jr. 28, 2, 53.
Increasing Recoveries Through Corroboration Witnesses. Russell M. Ware. 28, 5, 73.
The Preliminary Handling of Chemical and Toxic Tort Cases. Stanley J. Levy. 26, 7, 43.

NEGOTIABLE INSTRUMENTS
UCC Cases: Group No. 27. Henry J. Bailey III. 26, 4, 11.
UCC Cases: Group No. 28. Henry J. Bailey III. 27, 3, 27.

NONPROFIT ORGANIZATIONS
Estate Charitable Deductions under Section 2055. Marc C. Bateman and Charles Kligman. 26, 5, 71.
Some Threshold Decisions for Tax-Exempt Charitable Organizations. Paul E. Treusch and Norman A. Sugarman. 29, 3, 65.
Tax Aspects of Scholarship Programs. Michael I. Sanders. 26, 7, 81.

PARTNERSHIPS
The Capital Freeze Partnership. Lawrence J. Lee. 27, 7, 59; 27, 8, 45.
Providing for Withdrawal from a Joint Venture. Harold A. Segall and Michael S. Sirkin. 28, 1, 75.

PATENTS
The Danger of Developing an Invention without a Patent. Benjamin W. Colman. 26, 2, 83.
Patent Records as a Source of Evidence in Products Liability Suits. James F. McKeown. 29, 7, 13.
Representing the Developer of Mass-Marketed Software. Michael S. Sirkin and Neal N. Beston. 28, 8, 29.
The Risk of Placing a Nonpatented Invention on Sale. John W. Behringer and David Gustafson. 29, 5, 53.
What Nonpatent Attorneys Should Know About Patents. David L. Safran. 28, 4, 59.

PENSION AND PROFIT-SHARING PLANS
How the Securities Laws Affect ESOPs. Joseph M. Galloway. 28, 4, 65.
Medical Expense Reimbursement Plans. David L. Wolfe. 27, 4, 39.
The New Deductible Voluntary Employee Contributions to Employer Plans. Howard L. Sanger and Bruce Givner. 28, 3, 83.

PERSONAL INJURY
Benefits under the Federal Black Lung Program. John L. Kilcullen. 26, 4, 71.
Better Insurance and Contractual Protection from Product Liability. Edward E. Shea. 29, 2, 45.
A Checklist and Instructions for a Personal Injury Case System. Cameron C. Gamble. 27, 6, 19.
The Computer as a Tool for Legal Decision Making. Thomas H. Gonser, John T. Soma, and Eileen I. Wilhelm. 27, 6, 11.
Evaluating Facial Scars on a Minor. Russell M. Ware. 26, 5, 39.
How To Determine Lost Earning Capacity. Steve H. Hanke. 27, 5, 27.
Increasing Recoveries Through Corroboration Witnesses. Russell M. Ware. 28, 5, 73.
Instructions to a Client Prior to a Medical Examination. David A. Saltman. 27, 4, 81.
The Law of Contribution. Wilson W. Herndon and Frank G. Israel. 29, 6, 59.

Patent Records as a Source of Evidence in Products Liability Suits. James F. McKeown. 29, 7, 13.
The Periodic Payment Settlement Act of 1982. Jerome M. Staller. 29, 3, 25.
Practice and Procedure in a Black Lung Case. Jack J. Hetherington. 26, 4, 79.
The Preliminary Handling of Chemical and Toxic Tort Cases. Stanley J. Levy. 26, 7, 43.
The Tax Effects of Tort Damages. Thomas O. Moe. 26, 1, 37.
The Techniques of Traffic Accident Reconstruction. David Jay Schorr. 27, 2, 77.
The Victim and Witness Protection Act of 1982. John Heinz. 29, 1, 13.
The Worker's Compensation Remedy for Occupational Diseases. Lawrence P. Postol. 29, 8, 23.

PERSONAL PROPERTY
How To Prevent Federal Forfeitures in Criminal Cases. Leslie C. Smith. 26, 2, 11.
The Installment Sales Revision Act of 1980. Mark Lee Levine. 27, 2, 11.
The Nature of Property Interests. William Parsons. 29, 4, 61.
The New Capital Cost Recovery Rules. John J. Sexton and James P. Parker. 27, 7, 43.
Perfecting and Protecting Security Interests in Ordinary Goods Moving Across State Lines. Burton V. McCullough and Randolph G. Muhlstein. 29, 2, 13.
Recovering for Lost or Delayed Baggage. Thomas A. Dickerson. 26, 8, 67.
The Rights and Remedies of Household-Goods Shippers. Cornish F. Hitchcock. 28, 6, 53.

PRETRIAL PRACTICE
Attorney Disqualification Motions. Donald B. Hilliker. 26, 7, 11.
Changing Federal Procedures in Serving Summonses and Complaints. Walter J. Taggart. 29, 6, 23.
A Checklist and Instructions for a Personal Injury Case System. Cameron C. Gamble. 27, 6, 19.
The Computer as a Tool for Legal Decision Making. Thomas H. Gonser, John T. Soma, and Eileen I. Wilhelm. 27, 6, 11.
Computerized Litigation Support—When, What, and How. Sarah Southwick. 27, 5, 77.
A Corporation's Attorney-Client and Work Product Privileges. Samuel R. Miller. 29, 2, 35.
Defense Input into Grand Jury Proceedings. John R. Wing and Jacqueline C. Wolff. 29, 3, 35.
Discovery According to Federal Rule 34. James L. Underwood. 26, 2, 55.
The Disqualification of Attorneys and Judges in the Federal Courts. Joseph T. McLaughlin and Priscilla Elliott. 27, 3, 41.
How To Discover the Federal Government's Proof in Criminal Cases. Jed S. Rakoff. 29, 5, 13.
How To Evaluate an Expert's Statistical Analysis. Daniel Reich. 28, 3, 69.
How To Manage the Big Case Without Computers. F. Trowbridge vom Baur and William M. Simmons. 29, 1, 45.
How To Prepare and Conduct a Direct Examination of a Witness. Leonard Packel. 28, 1, 63.
How To Prepare and Use Demonstrative Evidence in a Civil Trial. Ralph C. McCullough II and James L. Underwood. 28, 2, 19.
How To Represent a Client Facing Civil Commitment. Robert W. Lockwood. 26, 8, 51.
Instructions to a Client Prior to a Medical Examination. David A. Saltman. 27, 4, 81.
Managing the Defense of a Multidefendant Case. Ernest Reynolds III. 29, 4, 81.
A Method for Evolving a Trial Strategy. Marvin Mitchell. 27, 4, 82.
The New Amendments to the Federal Discovery Rules. James L. Underwood. 26, 4, 23.
The New Federal Civil Procedure Rules: Greater Attorney Responsibility and More Judicial Control. James L. Underwood. 29, 6, 13.
Nonlegal Databases as Litigation Support Tools. Edmond J. Momjian. 26, 8, 61.
Patent Records as a Source of Evidence in Products Liability Suits. James F. McKeown. 29, 7, 13.
The Preliminary Handling of Chemical and Toxic Tort Cases. Stanley J. Levy. 26, 7, 43.
Settling Litigation with the Federal Government. John M. Steadman, David Schwartz, and Sidney B. Jacoby. 29, 8, 37.
Standard Paragraphs in Interrogatories. Richard M. Gelb. 28, 4, 51.
Techniques of Document Design. Bernard Sternin. 27, 8, 69.
The Techniques of Traffic Accident Reconstruction. David Jay Schorr. 27, 2, 77.
Using Interrogatories Properly. Edward W. Mullins, Jr. 29, 8, 59.

When and How To Use an Examiner of Disputed Documents. Vickie L. Willard. 29, 2, 27.
The Workers' Compensation Remedy for Occupational Diseases. Lawrence P. Postol. 29, 8, 23.

PRODUCTS LIABILITY
Better Insurance and Contractual Protection from Product Liability. Edward E. Shea. 29, 2, 45.
The Law of Contribution. Wilson W. Herndon and Frank G. Israel. 29, 6, 59.
Patent Records as a Source of Evidence in Products Liability Suits. James F. McKeown. 29, 7, 13.
The Preliminary Handling of Chemical and Toxic Tort Cases. Stanley J. Levy. 26, 7, 43.
The Product Liability Risk Retention Act of 1981. Edward E. Shea. 28, 2, 9.

PROFESSIONAL CORPORATIONS
Tax-Free Interest-Free Loans from a Closely-Held Corporation. Jeffrey C. Barefoot. 28, 3, 61.

PSYCHOLOGY AND PSYCHIATRY
The Role of the Divorce Counselor in Divorce Proceedings. Lawrence Herlick. 28, 2, 79.
Why a Law Office Needs a Consulting Psychologist. Robert S. Redmount. 28, 8, 67.

REAL PROPERTY
Advice to a Client Who Wishes To Sell His Own Home. Kenneth C. Wolfe. 28, 7, 77.
Alternative Residential Mortgages for Tomorrow. William Griffith Thomas. 26, 6, 55.
A Comprehensible Due-on-Sale Clause. Lynn B. Squires. 27, 3, 67.
A "Due-on-Sale" Clause for an Equity Owner. Bernard H. Goldstein. 27, 1, 57.
A Guide to Mortgage Foreclosure Strategy and Mechanics. Bruce J. Bergman. 28, 4, 11.
An Inflation-Proof Rent Adjustment Clause for Commercial Leases. Jackson M. Payne. 29, 6, 35.
The Installment Sales Revision Act of 1980. Mark Lee Levine. 27, 2, 11.
The Nature of Property Interests. William Parsons. 29, 4, 61.
The New Capital Cost Recovery Rules. John J. Sexton and James P. Parker. 27, 7, 43.
Provisions for Subletting or Assigning a Commercial Lease. Bernard H. Goldstein. 28, 3, 31.
Suggestions for Negotiating a Net Lease. Norman A. Howard and Robert E. Howard. 28, 5, 39.
The Tax-Free Exchange of Realty under Section 1031. Bernard Balmuth and Morton A. Frankfurt. 26, 3, 67.
The Uniform Condominium Act. Marvin Garfinkel. 28, 8, 43.
What To Do for Tenants and Purchasers in a Condominium Conversion. Gurdon H. Buck. 26, 5, 45.
When Does a Real Estate Broker Earn His Commission? Bernard H. Goldstein. 27, 5, 43.

SALES
Advice to a Client Who Wishes To Sell His Own Home. Kenneth C. Wolfe. 28, 7, 77.
The Federal and State Regulation of Franchises. Arthur I. Cantor. 27, 6, 55; 27, 7, 77.
The Installment Sales Revision Act of 1980. Mark Lee Levine. 27, 2, 11.
Perfecting and Protecting Security Interests in Ordinary Goods Moving Across State Lines. Burton V. McCullough and Randolph G. Muhlstein. 29, 2, 13.
Priority Conflicts Involving Purchase-Money Security Interests. Donald W. Baker. 29, 7, 67.
Representing the Developer of Mass-Marketed Software. Michael S. Sirkin and Neal N. Beaton. 28, 8, 29.
The Risk of Placing a Nonpatented Invention on Sale. John W. Behringer and David Gustafson. 29, 5, 53.
The Tax-Free Exchange of Realty under Section 1031. Bernard Balmuth and Morton A. Frankfurt. 26, 3, 67.
UCC Cases: Group No. 27. Henry J. Bailey III. 26, 4, 11.
What a Lawyer Should Know about Bankers' Acceptances. Reade H. Ryan, Jr. 27, 2, 51.
When Does a Real Estate Broker Earn His Commission? Bernard H. Goldstein. 27, 5, 43.

SECURED TRANSACTIONS
A Guide to Mortgage Foreclosure Strategy and Mechanics. Bruce J. Bergman. 28, 4, 11.
Negotiating an Equipment Financing Arrangement. Michael Downey Rice. 27, 5, 11.
Perfecting and Protecting Security Interests in Ordinary Goods Moving Across State Lines. Burton V. McCullough and Randolph G. Muhlstein. 29, 2, 13.

Priority Conflicts Involving Purchase-Money Security Interests. Donald W. Baker. 29, 7, 67.
UCC Cases: Group No. 27. Henry J. Bailey III. 26, 4, 11.
UCC Cases: Group No. 28. Henry J. Bailey III. 27, 3, 27.

SECURITIES
The Effect of the Securities Laws upon the Small Business. Robert A. Kessler. 28, 6, 11.
How the Securities Laws Affect ESOPs. Joseph M. Galloway. 28, 4, 65.
Negotiating an Equipment Financing Arrangement. Michael Downey Rice. 27, 5, 11.
The New Debt-Equity Treasury Regulations Under Section 385. Frank J. Gould. 28, 4, 33.
When Making a Small Public Offering under Regulation A. Robert S. Green and Dan Brecher. 26, 2, 25.

SOCIAL WELFARE
Compensation for Billboard and Junkyard Removal under the Highway Beautification Act. Edward V. A. Kussy. 27, 5, 65.
How To Win an Unemployment Compensation Case. Karl A. Fritton. 29, 4, 21.
The Social Security Amendments of 1983. John Rother and Larry Atkins. 29, 4, 13.

TAXATION
The Advantages of Litigating in the Small Case Division of the Tax Court. Michael J. Whiteman. 29, 1, 41.
The Bankruptcy Tax Act of 1980. Theodore Z. Gelt. 27, 4, 11.
The Capital Freeze Partnership. Lawrence J. Lee. 27, 7, 59; 27, 8, 43.
The Economic Recovery Tax Act—An Overview. 27, 7, 11.
The Effect of the Economic Recovery Tax Act on the "Marriage Penalty." Clifford E. Hutton and Joy Simon McFarlin. 28, 5, 77.
Equipment Leasing under the Economic Recovery Tax Act. Michael Downey Rice. 27, 7, 53.
Estate Charitable Deductions under Section 2055. Marc C. Bateman and Charles Kligman. 26, 5, 71.
The Estate Tax Marital Deduction. Harold Dubroff and Douglas A. Kahn. 26, 7, 23.
Explaining the New Estate and Gift Tax Provisions to Clients. Frederick R. Keydel. 27, 8, 11.
How a General Creditor Can Protect Himself from a Federal Tax Lien. William T. Plumb, Jr., Harry D. Shapiro, and Joseph Kovner. 27, 6, 75.
How, Why, and When To Elect S Corporation Status. Robert A. Kessler and Gail Levin Richmond. 29, 3, 15.
The Importance of Proper Tax Elections by New Corporations. Herrick K. Lidstone and Albert Theodore Powers. 29, 5, 61.
The Installment Sales Revision Act of 1980. Mark Lee Levine. 27, 2, 11.
Medical Expense Reimbursement Plans. David L. Wolfe. 27, 4, 39.
Negotiating an Equipment Financing Arrangement. Michael Downey Rice. 27, 5, 11.
The New Capital Cost Recovery Rules. John J. Sexton and James P. Parker. 27, 7, 43.
The New Debt-Equity Treasury Regulations Under Section 385. Frank J. Gould. 28, 4, 33.
Operating as a Nonexempt Subchapter T Cooperative. Kenneth E. Updegraft, Jr. 29, 4, 29; 29, 5, 33.
The Periodic Payment Settlement Act of 1982. Jerome M. Staller. 29, 3, 25.
Postmortem Estate Elections. Michael M. Mariani. 27, 8, 59.
Post-1982 Estate Tax Computation Worksheets. Frederick R. Keydel. 29, 2, 57.
The Social Security Amendments of 1983. John Rother and Larry Atkins. 29, 4, 13.
Some Recent Developments in Estate and Gift Taxation. Allan J. Parker. 26, 6, 37.
Some Threshold Decisions for Tax-Exempt Charitable Organizations. Paul E. Treusch and Norman A. Sugarman. 29, 3, 65.
Tax Aspects of Scholarship Programs. Michael I. Sanders. 26, 7, 81.
Tax Consequences of the Various Methods of Acquiring a Computer. A. Kent Summers. 29, 7, 55.
The Tax Effects of Tort Damages. Thomas O. Moe. 26, 1, 37.
The Tax Equity and Fiscal Responsibility Act of 1982—An Overview. 28, 7, 11.
The Taxation of Commodity Straddles under the Economic Recovery Tax Act of 1981. Lawrence J. Lee. 28, 1, 11.
The Taxation of Medical and Disability Benefits. James C. Munch, Jr. 28, 3, 39.

The Tax-Free Exchange of Realty under Section 1031. Bernard Balmuth and Morton A. Frankfurt. 26, 3, 67.
Tax-Free Interest-Free Loans from a Closely-Held Corporation. Jeffrey C. Barefoot. 28, 3, 61.
What To Do after the 1983 Tax Audit. Gary Randall. 29, 1, 33.
When To Choose Accelerated Recovery over Straight-Line Depreciation. Christopher R. Hoyt. 28, 1, 27.

TRADEMARKS AND TRADE NAMES
How to Prevent Trademarks from Becoming Generic. Richard L. Osborne. 27, 3, 81.
Representing the Developer of Mass-Marketed Software. Michael S. Sirkin and Neal N. Beaton. 28, 8, 29.
When Should a Mark Be Registered? Donald D. Evenson and Richard L. Osborne. 26, 3, 81.

TRAVEL LAW
Currency Declarations by International Travelers, Exporters, and Importers. David Serko. 27, 5, 35.
Recovering for Lost or Delayed Baggage. Thomas A. Dickerson. 26, 8, 67.
The Rights and Remedies of Household-Goods Shippers. Cornish F. Hitchcock. 28, 6, 53.
The Travel Consumer Class Action. Thomas A. Dickerson. 26, 1, 59.

TRIAL PRACTICE
Advice to a Prosecutor Trying His First Case. Theodore Voorhees. 27, 3, 75.
A Checklist and Instructions for a Personal Injury Case System. Cameron C. Gamble. 27, 6, 19.
Civil RICO. Irvin B. Nathan. 29, 8, 11.
Defense Input into Grand Jury Proceedings. John R. Wing and Jacqueline C. Wolff. 29, 3, 35.
The Final Argument in a Criminal Case. John J. Cleary. 27, 6, 39.
How To Determine Lost Earning Capacity. Steve H. Hanke. 27, 5, 27.
How To Manage the Big Case Without Computers. F. Trowbridge vom Baur and William M. Simmons. 29, 1, 45.
How To Prepare and Conduct a Direct Examination of a Witness. Leonard Packel. 28, 1, 63.
How To Prepare and Use Demonstrative Evidence in a Civil Trial. Ralph C. McCullough II and James L. Underwood. 28, 2, 19.
How To Represent a Client Facing Civil Commitment. Robert W. Lockwood. 26, 8, 51.
Increasing Recoveries Through Corroboration Witnesses. Russell M. Ware. 28, 5, 73.
Jury Selection in a Federal Criminal Case. John J. Cleary. 26, 4, 37.
Managing the Defense of a Multidefendant Case. Ernest Reynolds III. 29, 4, 81.
Memory Techniques for Trial Attorneys. Donald E. Vinson, Lawrence H. Curtis, and Philip K. Anthony. 29, 5, 77.
Obtaining Immunity for Defense Witnesses. Lawrence Taylor. 29, 6, 75.
Patent Records as a Source of Evidence in Products Liability Suits. James F. McKeown. 29, 7, 13.
When and How To Use an Examiner of Disputed Documents. Vickie L. Willard. 29, 2, 27.

TRUSTS AND TRUSTEES
Explaining the New Estate and Gift Tax Provisions to Clients. Frederick R. Keydel. 27, 8, 11.
A Sample Simple Will. 27, 2, 21.

UNFAIR COMPETITION
Representing the Developer of Mass-Marketed Software. Michael S. Sirkin and Neal N. Beaton. 28, 8, 29.

UNIFORM COMMERCIAL CODE
Perfecting and Protecting Security Interests in Ordinary Goods Moving Across State Lines. Burton V. McCullough and Randolph G. Muhlstein. 29, 2, 13.
Priority Conflicts Involving Purchase-Money Security Interests. Donald W. Baker. 29, 7, 67.
UCC Cases: Group No. 27. Henry J. Bailey III. 26, 4, 11.
UCC Cases: Group No. 28. Henry J. Bailey III. 27, 3, 27.
What a Lawyer Should Know about Bankers' Acceptances. Reade H. Ryan, Jr. 27, 2, 51.

VALUATION
Compensation for Billboard and Junkyard Removal under the Highway Beautification Act. Edward V. A. Kussy. 27, 5, 65.
The Computer as a Tool for Legal Decision Making. Thomas H. Gonser, John T. Soma, and Eileen I. Wilhelm. 27, 6, 11.

Evaluating Facial Scars on a Minor. Russell M. Ware. 26, 5, 39.
How To Determine Lost Earning Capacity. Steve H. Hanke. 27, 5, 27.
A Plan for Dividing Personal Property in an Estate. Philip G. Meyers. 28, 2, 65.

WILLS AND PROBATE
A Checklist for Determining Domicile. Gary S. Josephs. 27, 5, 55.
The Estate Tax Marital Deduction. Harold Dubroff and Douglas A. Kahn. 26, 7, 23.
Explaining the New Estate and Gift Tax Provisions to Clients. Frederick R. Keydel. 27, 8, 11.
A Plan for Dividing Personal Property in an Estate. Philip G. Meyers. 28, 2, 65.
A Sample Simple Will. 27, 2, 21.

WITNESSES
A Corporation's Attorney-Client and Work Product Privileges. Samuel R. Miller. 29, 2, 35.
How to Prepare and Conduct a Direct Examination of a Witness. Leonard Packel. 28, 1, 63.
How To Represent a Client Facing Civil Commitment. Robert W. Lockwood. 26, 8, 51.
Increasing Recoveries Through Corroboration Witnesses. Russell M. Ware. 28, 5, 73.
Obtaining Immunity for Defense Witnesses. Lawrence Taylor. 29, 6, 75.
The Victim and Witness Protection Act of 1982. John Heinz. 29, 1, 13.
When and How To Use an Examiner of Disputed Documents. Vickie L. Willard. 29, 2, 27.

WORD AND DATA PROCESSING
Basic Considerations in Designing Forms. Linda B. Tilton and James T. Tilton. 26, 5, 55.
The Effective Integration of Data Processing in a Law Firm. Robert J. Berkow and Richard A. Matist. 29, 4, 51.
A Hybrid Word- and Data-Processing System. Lawrence Eisenberg. 26, 2, 67.
Tax Consequences of the Various Methods of Acquiring a Computer. A. Kent Summers. 29, 7, 55.
Techniques of Document Design. Bernard Sternin. 27, 8, 69.
What To Say to a Computer Programmer. Ernest Schaal. 28, 2, 71.

FORMS

ACCOUNTING
Book Order Claim Form. 29, 1, 75.

ADMINISTRATIVE AGENCIES
Arrangement of a Premarket Medical Device Approval Application. 27, 1, 75.

ARBITRATION
Arbitration by Arbitrators Chosen by the Parties. 26, 6, 75.
Arbitration by the American Arbitration Association. 26, 6, 75.
Preconditions to Arbitration. 26, 6, 75.

ATTORNEY-CLIENT RELATIONS
A Client Letter. 29, 5, 73.
Instructions to Client prior to Medical Examination. 27, 4, 81.

ATTORNEY'S FEES
Allocation of Fees among Clients. 27, 3, 19.
Association Provision. 27, 4, 30.
Attorneys' Fees in Contingent Fee Case. 27, 4, 29.
Billing of Multiple Clients. 27, 3, 18.
Changeable Hourly Rates. 27, 3, 19.
Choice of Hourly Rate or Contingent Fee. 27, 4, 27.
Class Action Agreement. 27, 4, 35.
A Client Letter. 29, 5, 73.
Combination Hourly Rate and Contingent Fee. 27, 4, 25.
Contingent Compensation upon Discharge or Withdrawal. 27, 4, 33.
Contingent Fee Followed by Hourly Rate. 27, 4, 26.
Contingent Fee Retainer for Defense Counsel. 27, 4, 20.
Costs in Contingent Fee Cases. 27, 4, 24.
Court-Awarded Attorneys' Fees. 27, 3, 20.
Cover Letter for Fee Agreement. 27, 3, 14.
Definition of Recovery. 27, 4, 29.
Deposit for Costs. 27, 3, 21.
Description of Costs. 27, 3, 21.
Description of Services. 27, 3, 15.
Discharge and Withdrawal Provisions. 27, 4, 32.
Disclaimer of Result. 27, 4, 36.
Dismissal due to Client's Fault. 27, 4, 36.
Effective Date of Fee Agreement. 27, 3, 17.

Fee Contract. 27, 3, 14.
Fee-Splitting Agreement. 27, 4, 31.
A Fixed Fee and Contingency Combination. 27, 4, 22.
Fixed Fee on Hourly Basis Followed by Contingent Fee. 27, 4, 27.
Fixed Hourly Rates. 27, 3, 20.
General Annual Retainer. 27, 3, 25.
Greater of Percentage of Recovery or Normal Rate. 27, 4, 28.
Hourly Compensation upon Discharge or Withdrawal. 27, 4, 32.
Hourly Rate Followed by Contingent Fee. 27, 4, 27.
Lesser of Percentage of Recovery or Normal Rate. 27, 4, 28.
Letter Agreement. 27, 3, 12.
Lien on Proceeds of Recovery. 27, 4, 34.
Nonrefundable Retainer. 27, 3, 24.
Partially Refundable Retainer. 27, 3, 24.
Possible Conflicts among Clients. 27, 3, 18.
Refundable Retainer. 27, 3, 23.
Right To Assign Lawyers. 27, 3, 17.
Settlement Provision in a Contingent Fee Case. 27, 4, 24.
Statement of Problems. 27, 4, 27.
Travel Time. 27, 3, 22.
Trust Deed To Secure Payment. 27, 4, 34.
Valuation of Noncash Recovery. 27, 4, 30.

BANKRUPTCY
A Chapter 13 Bankruptcy Information Form. 28, 3, 16.

BUSINESS
Assignment of Rights by an Employee. 28, 8, 40.
Assignment of Rights by an Independent Contractor. 28, 8, 41.
Basic Rentals. 29, 6, 41.
A Buy-Sell Option. 28, 1, 82.
A Custody Agreement for a Computer Source Code. 29, 3, 60.
A Model Affirmative Action Program. 26, 3, 11.
Percentage Rentals. 29, 6, 42.
Personnel Manual Check List. 28, 2, 50.
Sample Employment Questions. 28, 2, 50.

CIVIL PROCEDURE
Body of Interrogatories. 28, 4, 56.
Definitions in Interrogatories. 28, 4, 53.
Instructions in Interrogatories. 28, 4, 55.
Introductory Explanation in Interrogatories. 28, 4, 52.
Request for the Production of Documents. 28, 4, 57.
Verification Form. 27, 8, 70.

CIVIL RIGHTS
Civil-Commitment Client Information Form. 26, 8, 56.

COMPUTERS
Assignment of Rights by an Employee. 28, 8, 40.
Assignment of Rights by an Independent Contractor. 28, 8, 41.
A Custody Agreement for a Computer Source Code. 29, 3, 60.
A Sample Index to a Taxonomy. 27, 5, 81.
A Sample Program Specification for a Docket Control Program. 28, 2, 75.
A Sample Taxonomy. 27, 5, 81.

CONSUMER PROTECTION
Arrangement of a Premarket Medical Device Approval Application. 27, 1, 75.
A Chapter 13 Bankruptcy Information Form. 28, 3, 16.

CONTRACTS
Assignment of Rights by an Employee. 28, 8, 40.
Assignment of Rights by an Independent Contractor. 28, 8, 41.
Basic Rentals. 29, 6, 41.
A Buy-Sell Option. 28, 1, 82.
Claims-Made Policy Provision. 29, 2, 47.
A Custody Agreement for a Computer Source Code. 29, 3, 60.
Indemnification of Purchaser Against Successor Liability. 29, 2, 54.
Indemnity Agreement Between Manufacturer and Distributor. 29, 2, 53.
A Limited Partnership Agreement. 27, 7, 61.
A Nonexclusive Brokerage Agreement. 27, 5, 52.
Percentage Rentals. 29, 6, 42.

COPYRIGHT
Assignment of Rights by an Employee. 28, 8, 40.
Assignment of Rights by an Independent Contractor. 28, 8, 41.

CORPORATIONS
Basic Rentals. 29, 6, 41.
A Buy-Sell Option. 28, 1, 82.
A Custody Agreement for a Computer Source Code. 29, 3, 60.
Percentage Rentals. 29, 6, 42.

CREDITORS' RIGHTS
Acceleration Clause. 28, 4, 13.
Acceleration Letter. 28, 4, 14.
Affidavit of Jurisdiction. 28, 5, 27.
Affidavit of Plaintiff's Claim. 28, 5, 25.
Affidavit To Accompany Deed in Lieu of Foreclosure. 28, 4, 26.
Collection Checklist and Timetable. 28, 5, 14.
Consent Judgment. 28, 5, 21.
Default Judgment. 28, 5, 28.
Demand Letter to Debtor. 28, 5, 16.
Letter Refusing Inadequate Tender. 28, 4, 16.
Motion for Judgment on the Pleadings. 28, 5, 23.
Motion for Supplemental Examination. 28, 5, 35.
Order for Supplemental Examination. 28, 5, 36.
Request for Admissions. 28, 5, 30.
A Settlement Stipulation. 28, 4, 18.

CRIMINAL LAW
Petition for Damages. 26, 2, 22.
Request for Voir Dire or Submission of Voir Dire Questions. 26, 4, 41.

DEBTOR AND CREDITOR
Acceleration Clause. 28, 4, 13.
Acceleration Letter. 28, 4, 14.
Affidavit of Jurisdiction. 28, 5, 27.
Affidavit of Plaintiff's Claim. 28, 5, 25.
Affidavit To Accompany Deed in Lieu of Foreclosure. 28, 4, 26.
A Chapter 13 Bankruptcy Information Form. 28, 3, 16.
Collection Checklist and Timetable. 28, 5, 14.
Consent Judgment. 28, 5, 21.
Default Judgment. 28, 5, 28.
Demand Letter to Debtor. 28, 5, 16.
Letter Refusing Inadequate Tender. 28, 4, 16.
Motion for Judgment on the Pleadings. 28, 5, 23.
Motion for Supplemental Examination. 28, 5, 35.
Order for Supplemental Examination. 28, 5, 36.
Request for Admissions. 28, 5, 30.
A Settlement Stipulation. 28, 4, 18.

DISCOVERY
Action Checklist for Automobile Accident Cases. 27, 6, 21.
Automobile Accident System Index. 27, 6, 37.
Body of Interrogatories. 28, 4, 56.
Definitions in Interrogatories. 28, 4, 53.
Instructions for Automobile Accident Case Checklist. 27, 6, 25.
Instructions in Interrogatories. 28, 4, 55.
Introductory Explanation in Interrogatories. 28, 4, 52.
Request for the Production of Documents. 28, 4, 57.
A Sample Index to a Taxonomy. 27, 5, 81.
A Sample Taxonomy. 27, 5, 81.

DISCRIMINATION
A Model Affirmative Action Program. 26, 3, 11.
Sample Employment Questions. 28, 2, 50.

DIVORCE AND SEPARATION
Agreed Order of Support. 26, 5, 27.
A Checklist for Determining Domicile. 27, 5, 61.
Settlement Recommendation Letter. 26, 5, 35.
Testimony in a Noncontested Divorce. 27, 2, 75.

ESTATE AND GIFT TAXES
Estate Tax Computation Worksheets. 29, 2, 58.
Post-1981 Estate Tax Computation Worksheet. 27, 8, 42.

ESTATE PLANNING
A Checklist for Determining Domicile. 27, 5, 61.
Estate Tax Computation Worksheets. 29, 2, 58.
Post-1981 Estate Tax Computation Worksheet. 27, 8, 42.

EXECUTORS AND ADMINISTRATORS
Checklist for Estate Administration. 27, 8, 66.

FAMILY LAW
Agreed Order of Support. 26, 5, 27.
A Checklist for Determining Domicile. 27, 5, 61.
Settlement Recommendation Letter. 26, 5, 35.
Testimony in a Noncontested Divorce. 27, 2, 75.

GOVERNMENT LITIGATION
Petition for Damages. 26, 2, 22.
Request for Voir Dire or Submission of Voir Dire Questions. 26, 4, 41.

GROUP LEGAL SERVICES
A Checklist for Associate Training. 28, 4, 77.
A Checklist of Criteria To Be Employed in the Anniversary Review of Work Performance. 27, 1, 83.
A Sample Program Specification for a Docket Control Program. 28, 2, 75.
The Supervising Lawyer's Responsibility for the Anniversary Work Performance Review. 27, 1, 82.

INSURANCE
Claims-Made Policy Provision. 29, 2, 47.
Indemnification of Purchaser Against Successor Liability. 29, 2, 54.
Indemnity Agreement Between Manufacturer and Distributor. 29, 2, 53.

LABOR LAW
Calculating the Cost of Union Demands. 26, 1, 29.
A Contract Extension Letter. 27, 1, 30.
A Model Affirmative Action Program. 26, 3, 11.
Personnel Manual Check List. 28, 2, 50.
Sample Employment Questions. 28, 2, 50.
Selected Contract Clauses. 26, 1, 31.

LANDLORD-TENANT
Assigning, Subletting, and Mortgaging a Lease. 28, 3, 35.
Basic Rentals. 29, 6, 41.
Percentage Rentals. 29, 6, 42.

LAW OFFICE MANAGEMENT
Action Checklist for Automobile Accident Cases. 27, 6, 21.
Adapted Library Catalog Looseleaf Page. 29, 1, 76.
Automobile Accident System Index. 27, 6, 37.
Book Order Claim Form. 29, 1, 75.
Cases Opened and Closed. 28, 7, 82.
A Checklist for Associate Training. 28, 4, 77.
A Checklist of Criteria To Be Employed in the Anniversary Review of Work Performance. 27, 1, 83.
Classification Symbols. 29, 1, 78.
A Client Letter. 29, 5, 73.
Client Post-Interview Report. 29, 7, 81.
Daily Checks and Bills Received. 26, 1, 73.
Document Removal Form. 27, 3, 60.
File Cross-Reference Cards. 27, 3, 63.
File Removal Form. 27, 3, 62.
File Retention Schedule. 27, 3, 65.
Instructions for Automobile Accident Case Checklist. 27, 6, 25.
New Business Memorandum. 26, 6, 79.
New Matter Memo. 29, 4, 54.
Receipts by Category. 28, 7, 84.
Receipts by Each Attorney. 28, 7, 85.
A Sample Alphabetical File-Index Card. 26, 1, 80.
A Sample Cross-Reference File-Index Card. 26, 1, 81.
A Sample Numerical File-Index Card. 26, 1, 80.
A Sample Program Specification for a Docket Control Program. 28, 2, 75.
Sample Record from a Law Office Procedure Manual. 29, 8, 78.
A Sample Tax Parcel File-Index Card. 26, 1, 81.
Short-Title Library Catalog Card. 29, 1, 76.
The Supervisory Lawyer's Responsibility for the Anniversary Work Performance Review. 27, 1, 82.
Visible Library File Card. 29, 1, 75.

LEASES
Assigning, Subletting and Mortgaging a Lease. 28, 3, 35.
Basic Rentals. 29, 6, 41.
Percentage Rentals. 29, 6, 42.

LEGAL ECONOMICS
Allocation of Fees among Clients. 27, 3, 19.
Association Provision. 27, 4, 30.
Attorneys' Fees in Contingent Fee Case. 27, 4, 29.
Billing of Multiple Clients. 27, 3, 18.
Cases Opened and Closed. 28, 7, 82.
Changeable Hourly Rates. 27, 3, 19.
Choice of Hourly Rate or Contingent Fee. 27, 4, 27.
Class Action Agreement. 27, 4, 35.
A Client Letter. 29, 5, 73.
Client Post-Interview Report. 29, 7, 81.
Combination Hourly Rate and Contingent Fee. 27, 4, 25.
Contingent Compensation upon Discharge or Withdrawal. 27, 4, 33.
Contingent Fee Followed by Hourly Rate. 27, 4, 26.
Contingent Fee Retainer for Defense Counsel. 27, 4, 20.
Costs in Contingent Fee Cases. 27, 4, 24.
Court-Awarded Attorneys' Fees. 27, 3, 20.
Cover Letter for Fee Agreement. 27, 3, 14.

Definition of Recovery. 27, 4, 29.
Deposit for Costs. 27, 3, 21.
Description of Costs. 27, 3, 21.
Description of Services. 27, 3, 15.
Discharge and Withdrawal Provisions. 27, 4, 32.
Disclaimer of Result. 27, 4, 36.
Dismissal Due to Client's Fault. 27, 4, 36.
Effective Date of Fee Agreement. 27, 3, 17.
Fee Contract. 27, 3, 14.
Fee-Splitting Agreement. 27, 4, 31.
A Fixed Fee and Contingency Combination. 27, 4, 22.
Fixed Fee on Hourly Basis Followed by Contingent Fee. 27, 4, 27.
Fixed Hourly Rates. 27, 3, 20.
General Annual Retainer. 27, 3, 25.
Greater of Percentage of Recovery or Normal Rate. 27, 4, 28.
Hourly Compensation upon Discharge or Withdrawal. 27, 4, 32.
Hourly Rate Followed by Contingent Fee. 27, 4, 27.
Lesser of Percentage of Recovery or Normal Rate. 27, 4, 28.
Letter Agreement. 27, 3, 12.
Lien on Proceeds of Recovery. 27, 4, 34.
New Matter Memo. 29, 4, 54.
Nonrefundable Retainer. 27, 3, 24.
Partially Refundable Retainer. 27, 3, 24.
Possible Conflicts among Clients. 27, 3, 18.
Receipts by Category. 28, 7, 84.
Receipts by Each Attorney. 28, 7, 85.
Refundable Retainer. 27, 3, 23.
Right to Assign Lawyers. 27, 3, 17.
A Sample Program Specification for a Docket Control Program. 28, 2, 75.
Settlement Provision in a Contingent Fee Case. 27, 4, 24.
Statement of Problems. 27, 4, 27.
Travel Time. 27, 3, 22.
Trust Deed To Secure Payment. 27, 4, 34.
Valuation of Noncash Recovery. 27, 4, 30.

LEGAL PRACTICE AND SKILLS
Action Checklist for Automobile Accident Cases. 27, 6, 21.
Automobile Accident System Index. 27, 6, 37.
Body of Interrogatories. 28, 4, 56.
A Checklist for Associate Training. 28, 4, 77.
A Checklist of Criteria To Be Employed in the Anniversary Review of Work Performance. 27, 1, 83.
A Client Letter. 29, 5, 73.
Client Post-Interview Report. 29, 7, 81.
Definitions in Interrogatories. 28, 4, 53.
Instructions for Automobile Accident Case Checklist. 27, 6, 25.
Instructions in Interrogatories. 28, 4, 55.
Introductory Explanation in Interrogatories. 28, 4, 52.
New Matter Memo. 29, 4, 54.
Request for the Production of Documents. 28, 4, 57.
A Sample Index to a Taxonomy. 27, 5, 81.
Sample Record from a Law Office Procedure Manual. 29, 8, 78.
A Sample Taxonomy. 27, 5, 81.
The Supervising Lawyer's Responsibility for the Anniversary Work Performance Review. 27, 1, 82.
A Trial Strategy Plan. 27, 4, 83.

LEGAL RESEARCH
Adapted Library Catalog Looseleaf Page. 29, 1, 78.
Book Order Claim Form. 29, 1, 75.
Classification Symbols. 29, 1, 76.
Short-Title Library Catalog Card. 29, 1, 76.
Visible Library File Card. 29, 1, 75.

LEGAL WRITING AND DRAFTING
Body of Interrogatories. 28, 4, 56.
Definitions in Interrogatories. 28, 4, 53.
Instructions in Interrogatories. 28, 4, 55.
Introductory Explanation in Interrogatories. 28, 4, 52.
Request for the Production of Documents. 28, 4, 57.

MORTGAGES
Acceleration Clause. 28, 4, 13.
Acceleration Letter. 28, 4, 14.
Affidavit To Accompany Deed in Lieu of Foreclosure. 28, 4, 26.
Assigning, Subletting, and Mortgaging a Lease. 28, 3, 35.
Due-on-Sale Clause. 27, 1, 61.
Renegotiable Rate Deed of Trust. 26, 6, 65.
Renegotaible Rate Note. 26, 6, 61.
Renewal Modification Agreement. 26, 6, 67.
A Settlement Stipulation. 24, 4, 18.

NEGLIGENCE
Action Checklist for Automobile Accident Cases. 27, 6, 21.
Automobile Accident System Index. 27, 6, 37.
Instructions for Automobile Accident Case Checklist. 27, 6, 25.

PARTNERSHIPS
A Limited Partnership Agreement. 27, 7, 61.

PERSONAL INJURY
Action Checklist for Automobile Accident Cases. 27, 6, 21.
Automobile Accident System Index. 27, 6, 37.
Claims-Made Policy Provision. 29, 2, 47.

PERSONAL PROPERTY
Claims-Made Policy Provision. 29, 2, 47.
Petition for Damages. 26, 2, 22.

PRETRIAL PRACTICE
Body of Interrogatories. 28, 4, 56.
Definitions in Interrogatories. 28, 4, 53.
Instructions in Interrogatories. 28, 4, 55.
Instructions to Client prior to Medical Examination. 27, 4, 81.
Introductory Explanation in Interrogatories. 28, 4, 52.
Request for the Production of Documents. 28, 4, 57.
Request for Voir Dire or Submission of Voir Dire Questions. 27, 4, 41.
A Sample Index to a Taxonomy. 27, 5, 81.
A Sample Taxonomy. 27, 5, 81.
A Trial Strategy Plan. 27, 4, 83.
Verification Form. 27, 8, 70.

PRODUCTS LIABILITY
Claims-Made Policy Provision. 29, 2, 47.
Indemnification of Purchaser Against Successor Liability. 29, 2, 54.
Indemnity Agreement Between Manufacturer and Distributor. 29, 2, 53.

REAL PROPERTY
Acceleration Clause. 28, 4, 13.
Acceleration Letter. 28, 4, 14.
Advice to a Client Who Wishes To Sell His Own Home. 28, 7, 77.
Affidavit To Accompany Deed in Lieu of Foreclosure. 28, 4, 26.
Assigning, Subletting, and Mortgaging a Lease. 28, 3, 35.
Basic Rentals. 29, 6, 41.
Due-on-Sale Clause. 27, 1, 61.
A Nonexclusive Brokerage Agreement. 27, 5, 52.
Percentage Rentals. 29, 6, 42.
Renegotiable Rate Deed of Trust. 26, 6, 65.
Renegotiable Rate Note. 26, 6, 61.
Renewal Modification Agreement. 26, 6, 67.
A Settlement Stipulation. 28, 4, 18.

SALES
Advice to a Client Who Wishes To Sell His Own Home. 28, 7, 77.

SECURITIES
A Buy-Sell Option. 28, 1, 82.
Information Checklist. 26, 2, 40.
Letter of Intent. 26, 2, 33.
Letter of Transmittal. 26, 3, 57.
Memorandum of Closing. 26, 3, 58.
Opinion of Counsel. 26, 3, 62.
Questionnaire for Directors, Officers, and Principal Stockholders. 27, 2, 50.
Resolutions of the Board of Directors. 26, 2, 37.
Time and Responsibility Schedule. 26, 3, 54.

TAXATION
Post-1981 Estate Tax Computation Worksheet. 27, 8, 42.

TRIAL PRACTICE
Action Checklist for Automobile Accident Cases. 27, 6, 21.
Automobile Accident System Index. 27, 6, 37.
Instructions for Automobile Accident Case Checklist. 27, 6, 25.
Request for Voir Dire or Submission of Voir Dire Questions. 26, 4, 41.
A Trial Strategy Plan. 27, 4, 83.

WILLS AND PROBATE
A Checklist for Determining Domicile. 27, 5, 61.
A Checklist for Estate Administration. 27, 8, 66.
A Sample Simple Will. 27, 2, 21.

WORD AND DATA PROCESSING
New Matter Memo. 29, 4, 54.
A Sample Program Specification for a Docket Control Program. 28, 2, 75.